

Free School Meals Policy

Free School Meals

Overview

The provision of free school meals is income related. Students of CAPA College will qualify for free school meals if they are aged 16 or over but under 19 on completion of their course and their parent/carer receives:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (as long as you have a yearly household income of less than £16,190 as assessed by HM Revenue and Customs)
- Working tax Credit run-on (paid for 4 weeks after someone stops qualifying for Working Tax Credit)
- Universal Credit with net earnings not exceeding the equivalent of £7,400 p.a. (transitional protection arrangements are in place for those who were eligible for free school meals prior to receiving Universal Credit)

If your child currently receives Free School Meals then your entitlement may continue under the transitional arrangements in place during the roll of Universal Credit if you are able to provide a letter from your Local Authority confirming Free School Meal entitlement.

Please be aware that the following benefits do not qualify for Income Related Free School Meals:

Contributions based jobseeker's Allowance, Contributions based Employment & Support Allowance, Working Tax Credit, Invalidity Benefit, Disability Living Allowance, Housing Benefit, Council Tax Benefit and Child Benefit.

Students aged 19 or over are only eligible to receive a free school meal if they are continuing a study programme they began aged 16 – 18 or have an Education, Health and Care Plan (EHCP).

If you would like to make a claim for free school meals please complete the online application via the CAPA College Bursary Portal. Students will be provided with access to the Bursary Portal on enrolment day.

We aim to process the application within 28 working days and you will be notified of the outcome of your application in writing. CAPA College will ensure that any information you provide is treated in the strictest confidence and handled sensitively.

If your circumstances change, for example, if you start to receive Working Tax Credits or you stop receiving any of the qualifying benefits you must notify CAPA College immediately. If your child receives free school meals whilst they are not entitled, then CAPA College may ask you to pay for the meals provided.

What should I do if I am not happy with the outcome of my application?

Students can appeal against a decision that has been made in relation to their application by writing to:

Chair of Governors
c/o CAPA College
Mulberry way
Wakefield
WF1 2QN