

My Ref:

Your Ref:

Contact: School Admissions Team

School Admissions Team
School Access and Improvement
LH Box 14
Loxley House
Station Street
Nottingham
NG2 3NG

Tel: 0115 841 5568 Fax: 0115 876 3231

www.nottinghamcity.gov.uk

Dear Parent/Carer,

We are looking forward to welcoming your child to our School.

We are writing to ask all families to apply for Free School Meals (FSM) using the new Department for Education (DfE) online system. Application can be submitted from the 1st July 2026.

What has changed?

From September 2026, the government is expanding free school meal eligibility so that more families can qualify. This includes revised criteria and expanded entitlement thresholds (sometimes referred to as targeted or expanded FSM).

As a result, your child's eligibility may change from September, even if they are not currently entitled or their entitlement is currently protected.

Even if you are not sure you qualify, we strongly encourage you to apply.

Why should I apply?

We strongly encourage all parents/carers to apply, even if:

- You are unsure whether you qualify
- Your child does not usually take school meals
- Your child brings a packed lunch or you currently pay for meals

Why is this important?

- By registering, you help the school receive additional pupil premium funding, which is used to support children's learning, wellbeing, and opportunities.
- This extra funding makes a real difference to outcomes for all pupils, so your application can benefit the whole school community.

Thank you for taking the time to read through this letter, overleaf you will find a guide on how to make an application. Your support helps us ensure children and schools continue to receive the support they are entitled to.

Need Help?

If you need support with the application process, please contact:

pupil.benefits@nottinghamcity.gov.uk

0115 841 5568

Thank you for your attention.

School Admissions and Pupil Benefits Team

Service Delivery

Nottingham City Council

What do I need to do?

- You will be able to submit an application via our website from 1st July 2026 • Go to: www.nottinghamcity.gov.uk/pupilbenefits or scan the QR code below.
- Scroll down to the section that says:
- Click the green link labelled Apply for Free School Meals.
- You will be taken to a GOV.UK page. Read the information, then scroll to the bottom and click Start.
- Search for your child's school (it must be one of the schools listed above) and click Continue.
- Check that the school name and address are correct, then select Check your eligibility.
- Enter your details (not your child's): your full name, date of birth, and National Insurance number.
- The system will then check if you qualify for benefits-related free school meals.
- If you are eligible, you will be asked to enter your child's details next.
- If the system cannot confirm your eligibility, you may be asked to upload evidence, such as a recent Universal Credit statement. If you are unsure what to provide, we are happy to help.

