



Rt Hon David Laws MP
Minister of State for Schools

Sanctuary Buildings 20 Great Smith Street Westminster London SW1P 3BT
tel: 0370 000 2288 www.education.gov.uk/help/contactus

To all Directors of Children's Services
Local authorities in England

23 June 2014

Dear Director of Children's Services,

Securing Pupil Premium money

As you know, from September 2014 there will be a statutory requirement for state-funded schools in England to provide free school meals to all pupils in reception, year 1 and year 2.

My letter to you of 8 April explained the importance of continuing to register infant pupils who would be eligible for free school meals under the existing criteria, and asked local authorities to support schools in their efforts to do so.

As I explained, this information is essential for both the allocation of funding, including the pupil premium, and the collection of accurate statistics.

Since then, the Department has, working with the NAHT, developed the enclosed model registration form, based on the forms already being used by some local authorities, and accompanying guidance, which local authorities and schools can use and adapt to their own requirements.

The form has been developed with the intention that all parents will be asked to complete it as part of the normal school enrolment process, regardless of their level of income. It will give local authorities and schools the necessary information and parental permission to perform checks as necessary to confirm entitlement to free school meals under the current criteria, both at the time of enrolment and throughout the child's time at the school. I am also sending the form to all primary school headteachers today.

Use of the form is not mandatory – it is simply meant as a tool that can be used if it is deemed helpful. However, we think it is crucial that schools should consider actions of this type for the purposes of ensuring they receive all of the pupil

premium they are entitled to.

I hope that you find this model registration form helpful. If you have any suggestions on how it can be improved, or if you have any good practice on improving registration rates that you are willing to share, please contact freeschoolmeals.mailbox@education.gsi.gov.uk.

If you have any queries about how best to put appropriate systems in place, please contact the UIFSM support service on 0800 680 0080 or at: info@childrensfoodtrust.org.uk

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Laws', followed by a large, sweeping horizontal stroke.

David Laws MP