



# Free School Meals at Braywood

## How should I apply?

We now offer parents a free confidential online application process, this means you can check to see if you are eligible without discussing personal matters with the school. I can send you a more detailed guidance booklet for your information, or you can find it on the website

Step 1 – log into the website <https://www.cloudforedu.org.uk/ofsm/rbwm>

Step 2 – complete the application.

If this is your first application click **START**.

You will need to make a new application for each child but your information will be remembered to help you to complete multiple applications quickly.

You may apply for eligibility on behalf of a parent/carer if you have permission to do so and their details.

### New application

Use this button if you are making a new claim for Free School Meals.

**Start**

### Former application

Use this button if you have a reference number and wish to continue with this (check eligibility status, un-apply, re-apply). You will need your application reference and your date of birth.

Application Reference  and Date of birth (DD/MM/YYYY)

**Submit**

If you have applied in the past you will need that application's reference number.

This leads to page1 which outlines the eligibility criteria for Free School Meals, if you feel this applies to you click **YES CONTINUE**.

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

I am in the receipt and can provide the relevant proof of one of the following benefits :

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit)
- Guaranteed Element of State Pension Credit
- Asylum Seekers
- An Income-related Employment and Support Allowance

I agree that you will use the information provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I agree that the information may be used to ensure accuracy of records across the local authority and the check against fraud.

I agree that you can inform the school(s) attended by my child of their initial and ongoing entitlement to free school meals.

I understand that my application will need to be renewed at the end of the academic year.

You may be aware of our [Privacy Policy](#) and our [Fair Processing Notice](#) .

**Yes, continue**

[Go back to homepage](#)

You can check the privacy and fair processing statements here, by clicking on the links in purple.

Page 2 asks for more information about the applicant – this is usually yourself, however you can apply on behalf of your child if they are the one that is eligible for the benefits.

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

**Name \***  
 Title  Firstname  Lastname

**Unique Identification Number \***  
 National Insurance Number  OR  National Asylum Support Service reference number

**Personal information \***  
 Date of birth (DD/MM/YYYY)  Relationship to the child

**Contact information**  
 Email  Telephone (Landline)  Telephone (Mobile)

Yes, I would like email to be my primary communication channel for free school meal entitlement.  
 Why use electronic communication ?

**Address information \***  
 Enter a postcode   [List of demonstration postcodes](#)  
 Address

**Manual Address Data**  
 Flat Number/Name \*\*   
 House Number/Name \*\*   
 Street Name \*   
 Locality   
 Town/City \*   
 Postcode   
 \*\* One of at least of Flat or House Number/Name is required.  
 \* Required.

You can save your application at this point if you do not have all the information you need. If you are OK to continue you be moved onto page 3.

Page 3 asks for your child/children's details.

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

**Child's name \***  
 Firstname  Lastname

**Child's details \***  
 Date of birth (DD/MM/YYYY)  Gender

**School \***

**Statement \***  
 I confirm that I have parental responsible for the child and that the child lives with me.  
 OR  
 I confirm that I have completed this application on behalf of the parent/carer with his/her full knowledge or have the legal status to do so. I confirm that the parent/carer for whom I have given details has parental responsible for the child and that the child lives with the parent/carer.

Again you can save and return to your application later, and /or return to the previous page. Once you save and continue you will be lead to page 4 that summarises your application.

Page 4 submission page.

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost. After you click the 'Submit' button we will check your eligibility. This process may take a few seconds. Check all the details below and submit.

Parent/Carer  
Date of Birth  
National Insurance Number  
Email  
Address

Child in benefit  
Date of birth  
Gender  
Parent/Carer's relationship  
School

**SUBMIT** Save and resume later Back

At this point you are submitting the application when you click on **SUBMIT**.

Page 5 will specify if your application has been successful.

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The eligibility check has confirmed that the parent/carer meets the eligibility criteria.

Your application reference is [redacted]. The reference can be used to re-apply later and for any other communication with the Local Authority about Free School Meals.

You may print your application. You can make an application for another child.

The child's school will be notified as soon as possible.

The school will be told directly and we will write to outline the benefits we offer.

Or not

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The eligibility check has not confirmed that the parent/carer meets the eligibility criteria. It may not mean that the parent/carer is not entitled to free school meals for their children.

Inaccurate information?  
1. Check that the parent/carer's details are accurate. For example, a first name rather than a surname has not been used.

Please make a note of your application reference number if you think this is incorrect and come in to see us.

The system may be temporarily unable to process your application and will be resubmitted automatically. You will then be notified by email as will the school.

If you have any questions just ask me.

Office number 01628 623660 ask for the Bursar  
Office email [fin.braywood@rbwm.org.uk](mailto:fin.braywood@rbwm.org.uk)