

Free School Meal Service

School portal for Hertfordshire walkthrough

Version 6.1 - Updated 15 January 2026

Private Beta



Department
for Education



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What's new in the service

What is new or improved in this version

Search all records IMPROVED

Following feedback from you we've updated the colours for each status to better communicate what each status means.

Why: To better align with user expectations

Archive a record NEW

Archive a record that you no longer want to see as active in your list. For example, if a child no longer attends your school or duplicate applications are in the system.

Restore record NEW

To reactivate a record that has been archived.

Why: To give you the functionality to better manage the children who are active in your school list for free school meal checks

Setting up your account on DfE Sign-in

Register for DfE sign-in

If you have never used the Department for Education Sign-in before, you will need to create an account.

- Go to <https://services.signin.education.gov.uk/>
- Click **create a DfE Sign-in account**
- Follow the pages to enter your details and email address
- Add the verification code
- Create a password (at least 14 characters)
- Registration is completed

BETA This is a new service – your [feedback](#) will help us to improve it.

Department for Education Sign-in

Related actions

[Contact us](#)

[DfE Sign-in help assistant \(opens in new tab\)](#)

Department for Education (DfE) Sign-in is how schools and other education organisations access DfE online services.

To access DfE online services, you'll either need:

- an existing DfE Sign-in account.
- to [create a DfE Sign-in account](#) if you haven't used DfE Sign-in before.

[Start now >](#)

▶ [Services using DfE Sign-in](#)

If you are inactive for 8 hours, your session will timeout.

Create a DfE Sign-in account

If you already have a DfE Sign-in account [sign in](#).

Enter your name

First name

Last name

Do not use a generic email name (for example, headmaster@ or admin@) or domain (for example, @yahoo.co.uk or @gmail.com) as they compromise security.
! If you create an account with a generic email address, you will not be able to access services or other areas of DfE Sign-in.

Email address

You will receive an email to verify this address

By continuing you accept [DfE Sign-in terms and conditions](#).

[Continue](#)

Connect to an organisation

Login via: <https://services.signin.education.gov.uk/>

- Once logged in, click **request access to an organisation**
- Search for your school
- Click on the school
- Review the request, add a reason for the request and click **confirm**
- A member of the free school meal team within DfE will then add you to the free school meal service that you will be testing.

Important

Provide information about your job title

This will help approvers at your organisation verify your identity.

[Update job title](#)

Set up your DfE Sign-in account

Complete the following steps to finish setting up your account.

- Verify your account**
Verify your email address COMPLETED
Set password for account COMPLETED
- Connect to an organisation**
[Request access to an organisation](#) Next Action
Await approval from organisation
- Get access to services**
Request access to a service

 GOV.UK DfE Sign-In

Services Organisations Profile Help

BETA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Request an organisation

Search for your organisation.

 Q

Showing 1 - 1 of 1 rows

The Telford Park School

Legal name THE TELFORD PARK SCHOOL
Type Academy Sponsor Led
Address District Centre, Telford, Shropshire, TF3 1FA
URN 150716
UKPRN 10094915
UPIN 165340
Status Open

Showing 1 - 1 of 1 rows

Review organisation request

Review these details before submitting your request, which will be sent to approvers at The Telford Park School.

Organisation	The Telford Park School
Legal name	THE TELFORD PARK SCHOOL
Type	Academy Sponsor Led
Address	District Centre, Telford, Shropshire, TF3 1FA
URN	150716
UKPRN	10094915
UPIN	165340

Reason for request

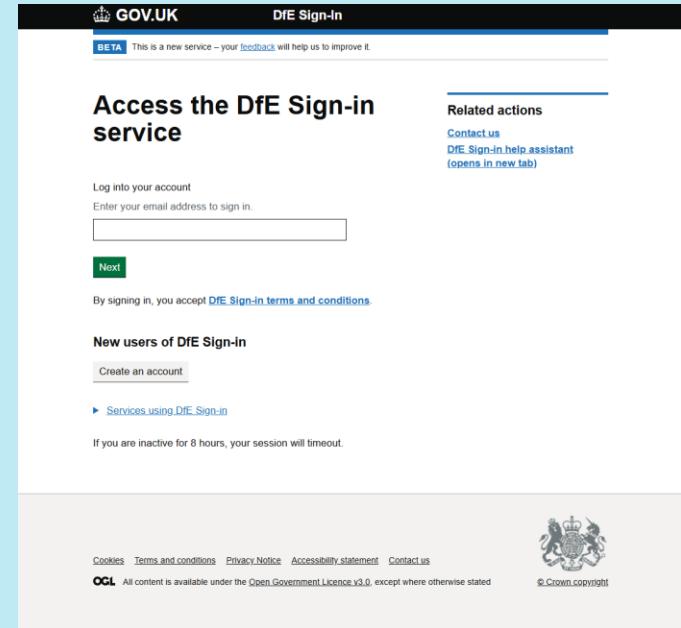
Describe briefly why you require access to this organisation. The approvers at the organisation will see this information when reviewing your request.

! This request must be approved or rejected before you can send another organisation request.

[Confirm](#) [Cancel](#)

Sign-in

- Go to <https://services.signin.education.gov.uk/>
- Click **Start now**
- Type in your email address associated with your DfE Sign-in account. Click **next**
- Type in your password and click **sign in**
- Follow the pages to enter your details and email address
- Add the verification code
- Create a password (at least 14 characters)
- Registration is completed



GOV.UK DfE Sign-in

BETA This is a new service – your [feedback](#) will help us to improve it.

Access the DfE Sign-in service

Log into your account

Enter your email address to sign in.

Next

By signing in, you accept [DfE Sign-in terms and conditions](#).

New users of DfE Sign-in

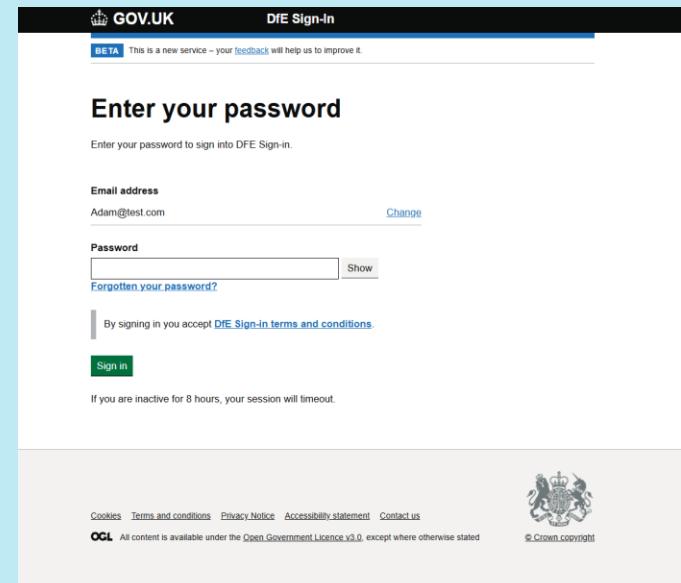
Create an account

Services using DfE Sign-in

If you are inactive for 8 hours, your session will timeout.

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BETA This is a new service – your [feedback](#) will help us to improve it.

Enter your password

Enter your password to sign into DfE Sign-in.

Email address

Adam@test.com [Change](#)

Password [Show](#)

[Forgotten your password?](#)

By signing in you accept [DfE Sign-in terms and conditions](#).

Sign in

If you are inactive for 8 hours, your session will timeout.

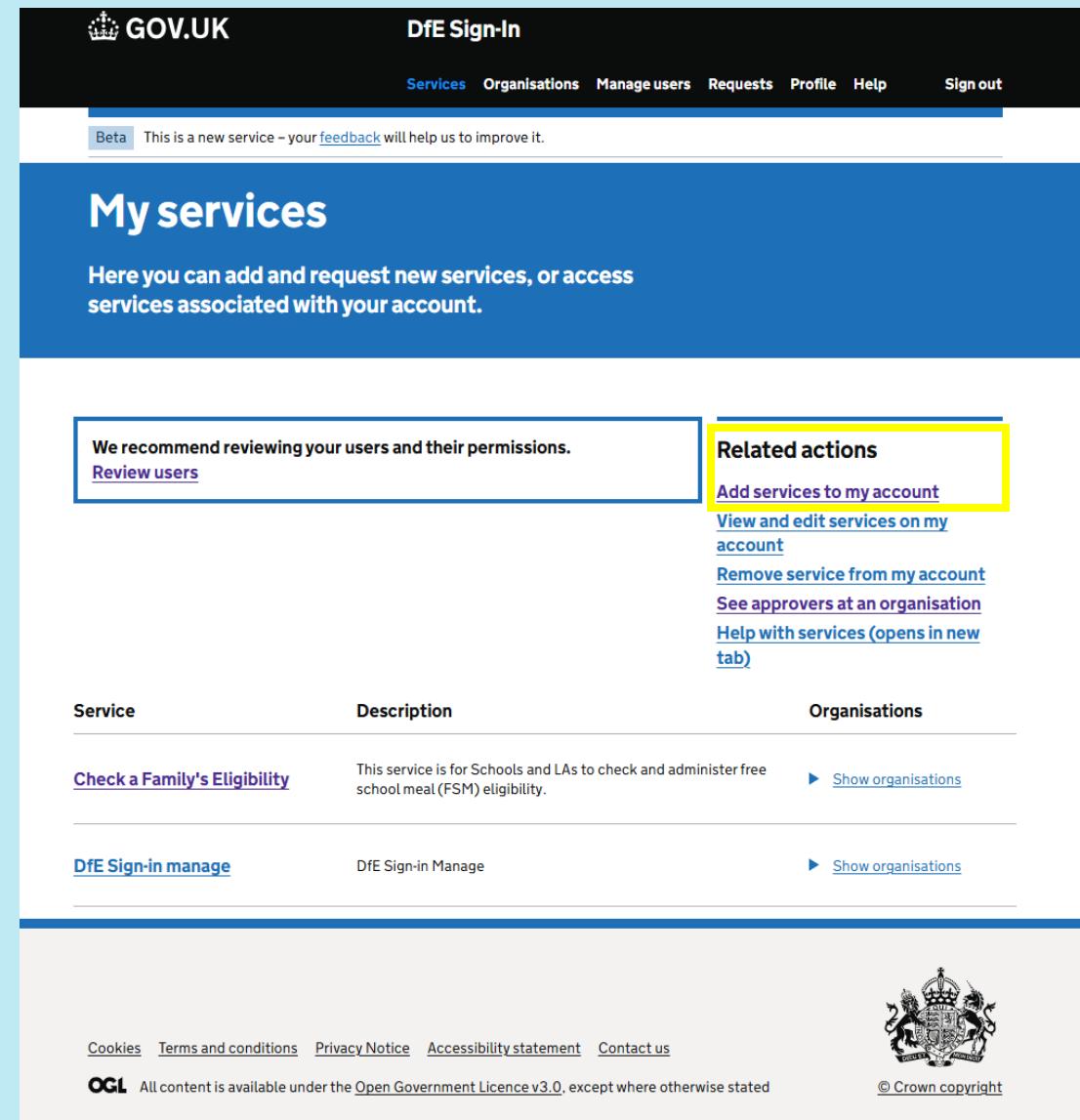
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Requesting Access to the **Check a Family's Eligibility** service

Request Access – Part 1

- Once you have registered and logged into DfE sign in, look at 'Related actions' on the right side
- Click the link for 'Add services to my account'



GOV.UK DfE Sign-In

Services Organisations Manage users Requests Profile Help Sign out

Beta This is a new service – your [feedback](#) will help us to improve it.

My services

Here you can add and request new services, or access services associated with your account.

We recommend reviewing your users and their permissions.
[Review users](#)

Related actions

- [Add services to my account](#)
- [View and edit services on my account](#)
- [Remove service from my account](#)
- [See approvers at an organisation](#)
- [Help with services \(opens in new tab\)](#)

Service	Description	Organisations
Check a Family's Eligibility	This service is for Schools and LAs to check and administer free school meal (FSM) eligibility.	▶ Show organisations
DfE Sign-in manage	DfE Sign-in Manage	▶ Show organisations

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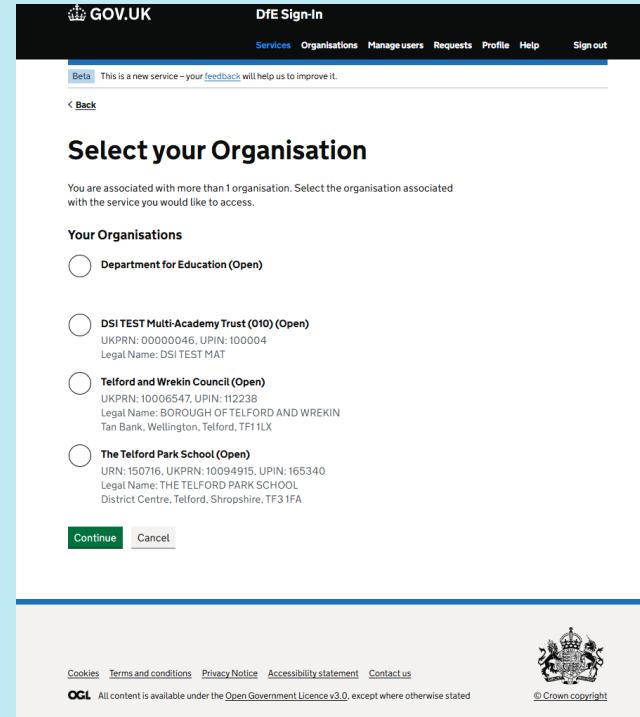
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Request Access – Part 2

- If you have more than one organisation, it will route you to the **Select Organisation** screen
- Select the organisation you want access to the service for
- Select the “Check a Family’s Eligibility” service from the options
- Press continue

*If you aren't an approver, it will display a notification box at the top of the page

*For any issues regarding requesting access to the service, contact the DfE sign in team directly via the contact us form
<https://help.signin.education.gov.uk/contact-us>



Beta This is a new service – your [feedback](#) will help us to improve it.

Back

Select your Organisation

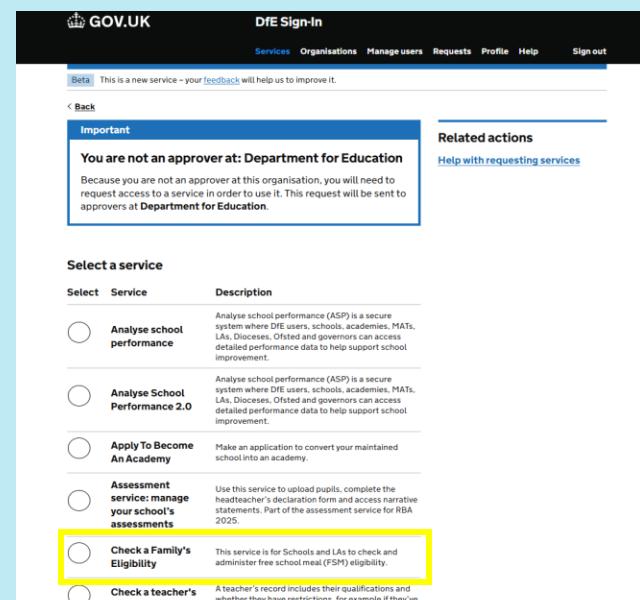
You are associated with more than 1 organisation. Select the organisation associated with the service you would like to access.

Your Organisations

- Department for Education (Open)
- DSI TEST Multi-Academy Trust (010) (Open)
UKPRN: 00000046, UPIN: 100004
Legal Name: DSI TEST MAT
- Telford and Wrekin Council (Open)
UKPRN: 10006547, UPIN: 11238
Legal Name: BOROUGH OF TELFORD AND WREKIN
Tun Bank, Wellington, Telford, TF11LX
- The Telford Park School (Open)
URN: 150716, UKPRN: 10094915, UPIN: 165340
Legal Name: THE TELFORD PARK SCHOOL
District Centre, Telford, Shropshire, TF3 1PA

Continue Cancel

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Important

You are not an approver at: Department for Education

Because you are not an approver at this organisation, you will need to request access to a service in order to use it. This request will be sent to approvers at [Department for Education](#).

Related actions

[Help with requesting services](#)

Select a service

Select	Service	Description
<input type="radio"/>	Analyse school performance	Analyse school performance (ASP) is a secure system where DfE users, schools, academies, MATs, LAs, Dioceses, Ofsted and governors can access detailed performance data to help support school improvement.
<input type="radio"/>	Analyse School Performance 2.0	Analyse school performance (ASP) is a secure system where DfE users, schools, academies, MATs, LAs, Dioceses, Ofsted and governors can access detailed performance data to help support school improvement.
<input type="radio"/>	Apply To Become An Academy	Make an application to convert your maintained school into an academy.
<input type="radio"/>	Assessment service: manage your school's assessments	Use this service to upload pupils, complete the headteacher's declaration form and access narrative statements. Part of the assessment service for RIBA 2025.
<input type="radio"/>	Check a Family's Eligibility	This service is for Schools and LAs to check and administer free school meal (FSM) eligibility.
<input type="radio"/>	Check a teacher's record	A teacher's record includes their qualifications and whether they have restrictions, for example if they've been found guilty of serious misconduct.

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Request Access – Part 3

- Select the sub-service for Check a Family's Eligibility service
 - You will see “FSM – School Role”
- Select this role and click on Continue
- Review your service request
- Click on Add service
- This will take you to a confirmation page which will inform you of the next steps

The review new service should display the organisation you are requesting access to the service for, the name of the service and the role that was selected on the previous screen

GOV.UK DfE Sign-In

Services Organisations Manage users Requests Profile Help Sign out

Beta This is a new service – your [feedback](#) will help us to improve it.

Back

Select a sub-service for: Check a Family's Eligibility

Select 1 role. Some services ask you to select a sub-service, role, or form to better define how you will use them.

Select Sub-service

FSM - School Role

Continue Cancel

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Services Organisations Manage users Requests Profile Help Sign out

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Review new service

Review these details before confirming.

Review summary

Organisation	Your Organisation
Service	Check a Family's Eligibility
Sub-service/role	FSM - School Role

Add service Cancel

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Accessing the Check a family's Eligibility Service

Click Check a Family's Eligibility

- Once logged in and your request for the check a family's eligibility as been approved, you will have a list of the services you have access to.
- For free school meals, click on **Check a Family's Eligibility**
- Once clicked, you will be taken to the main dashboard

BETA This is a new service – your [feedback](#) will help us to improve it.

My services

Here you can add and request new services, or access services associated with your account.

Related actions

[View and edit services on my account](#)
[Request access to a service](#)
[See approvers at an organisation](#)
[Help with services \(opens in new tab\)](#)

Service	Description	Organisations
Check a Family's Eligibility	This service is for Schools and LAs to check and administer free school meal (FSM) eligibility.	Show organisations

Department for Education Check a family's eligibility

Dashboard

The Telford Park School

Free school meals

[Run a check for one parent or guardian](#) [Run a batch check](#) [Finalise applications](#) [Search all records](#)

[Run an eligibility check for one parent or guardian.](#) [Run an eligibility check for multiple parents or guardians.](#) [Finalise applications.](#) [Search all records and export results.](#)

[Download PDF Form](#)

Download an eligibility form for parents to complete.

[Privacy policy](#) [Cookies](#) [Contact us](#)

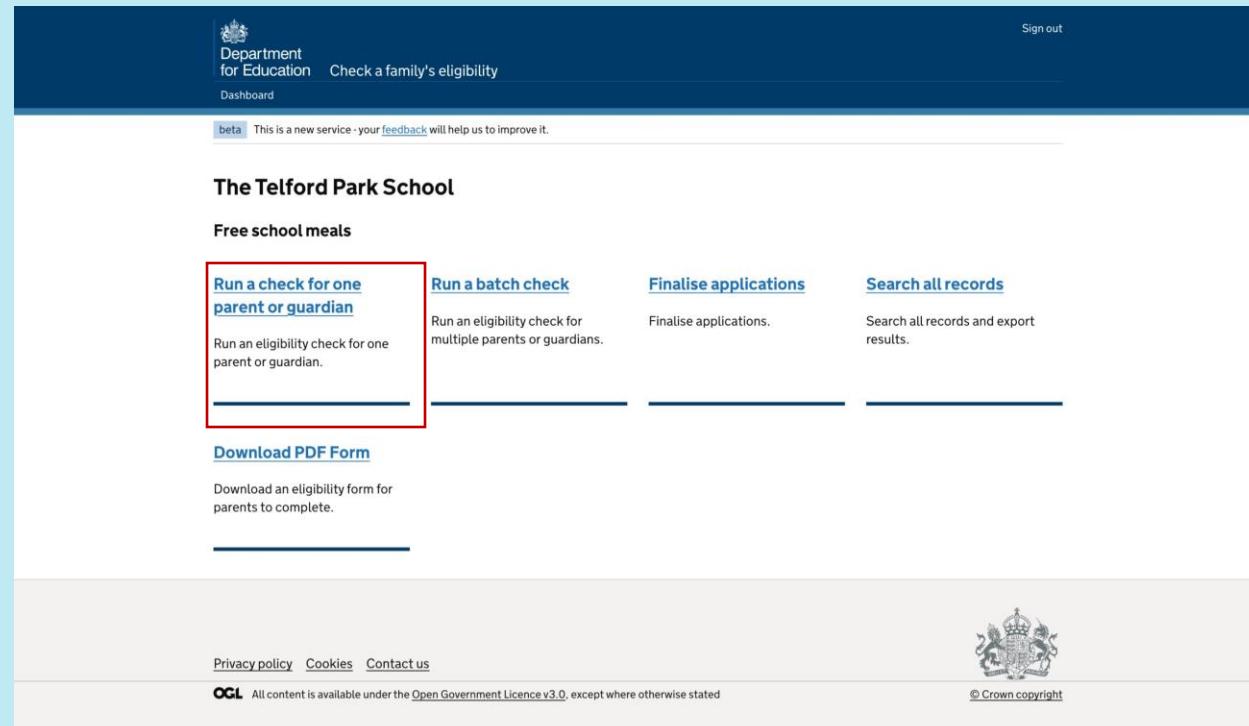
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Run a check for one parent or guardian

Start the eligibility check

Click Run a check for one parent or guardian.

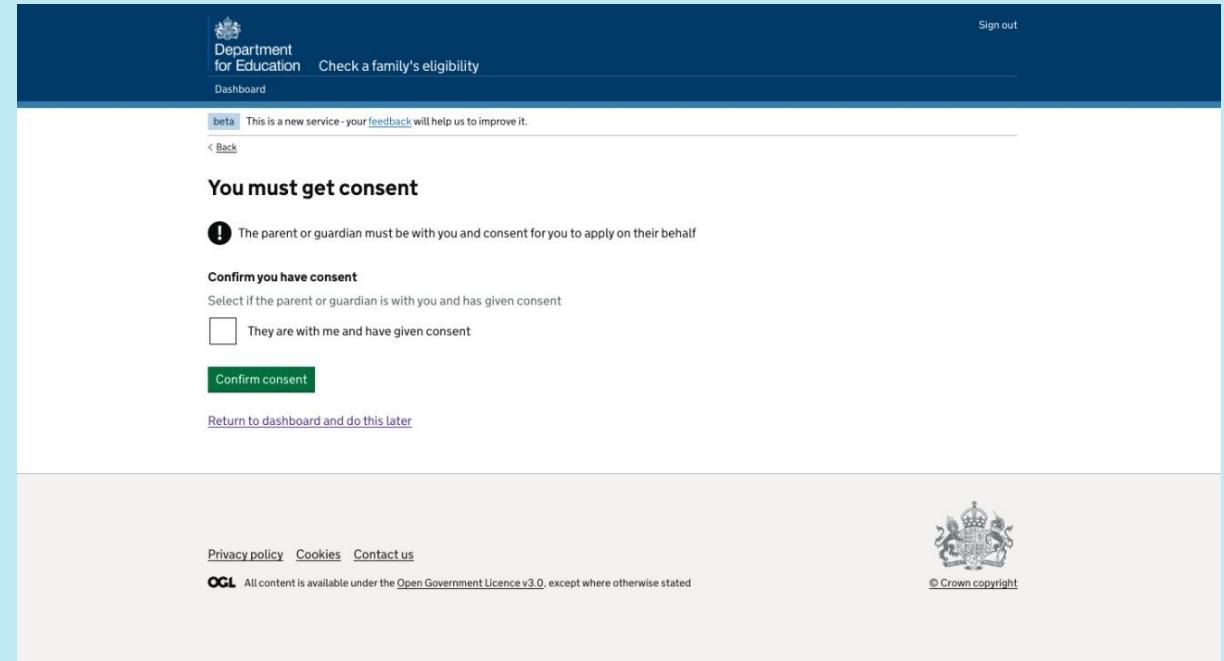


The screenshot shows the 'Check a family's eligibility' service interface. At the top, there is a blue header with the Department for Education logo, the text 'Check a family's eligibility', and a 'Sign out' link. Below the header, a 'beta' message states: 'This is a new service - your [feedback](#) will help us to improve it.' The main content area is titled 'The Telford Park School' and features a 'Free school meals' section. It includes four buttons: 'Run a check for one parent or guardian' (which is highlighted with a red box), 'Run a batch check', 'Finalise applications', and 'Search all records'. Below these buttons is a 'Download PDF Form' link. At the bottom of the page, there are links for 'Privacy policy', 'Cookies', 'Contact us', the 'Open Government Licence v3.0', and a copyright notice: '© Crown copyright'.

Confirmation of consent

Confirm you have consent from the parent to carry out a check on their behalf.

If you click the confirm consent button you will see an error message asking you to select the checkbox first



Sign out

beta This is a new service - your [feedback](#) will help us to improve it.

Dashboard

You must get consent

! The parent or guardian must be with you and consent for you to apply on their behalf

Confirm you have consent

Select if the parent or guardian is with you and has given consent

They are with me and have given consent

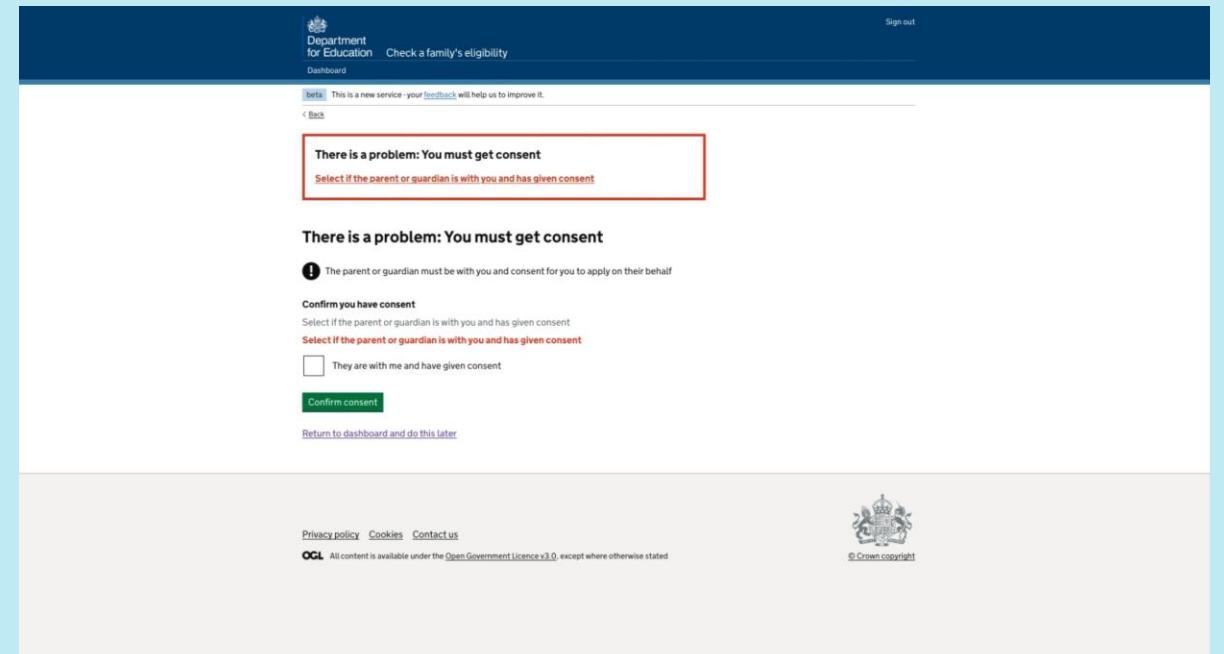
Confirm consent

[Return to dashboard and do this later](#)

Privacy policy Cookies Contact us

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Sign out

beta This is a new service - your [feedback](#) will help us to improve it.

Dashboard

There is a problem: You must get consent

Select if the parent or guardian is with you and has given consent

! The parent or guardian must be with you and consent for you to apply on their behalf

Confirm you have consent

Select if the parent or guardian is with you and has given consent

They are with me and have given consent

Confirm consent

[Return to dashboard and do this later](#)

Privacy policy Cookies Contact us

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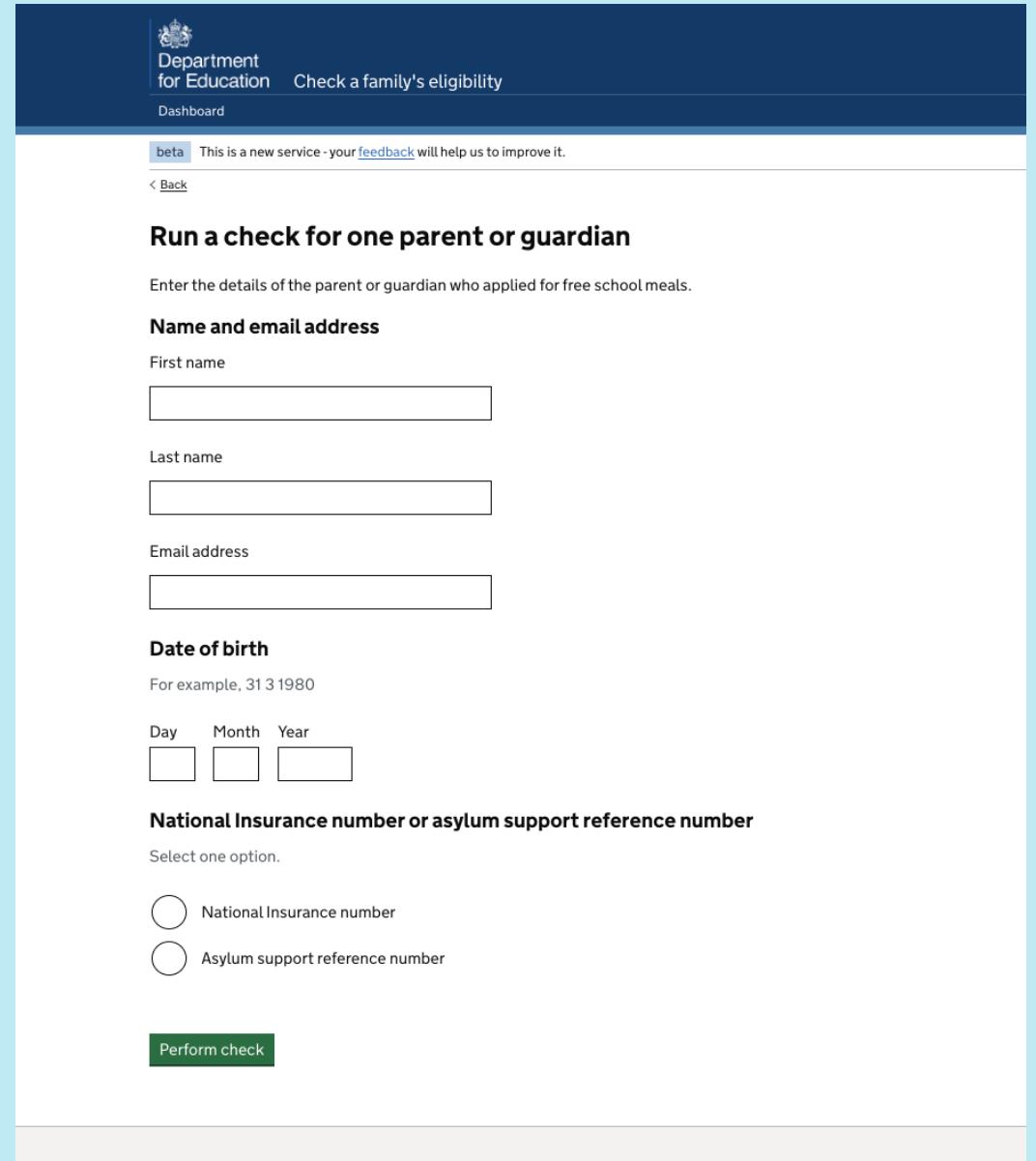
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Enter the parent or guardian's details

Provide the following information:

- First name
- Last name
- Email address – this can be the parent's email or the school's email if the parent does not have one
- Date of birth
- National Insurance number or asylum support reference number

Click **Perform check**.



The screenshot shows a web page titled 'Run a check for one parent or guardian'. At the top, it says 'Check a family's eligibility' and 'Dashboard'. A 'beta' label with a note about feedback is present. The main section is titled 'Run a check for one parent or guardian' with a sub-instruction 'Enter the details of the parent or guardian who applied for free school meals.' It contains fields for 'Name and email address' (First name, Last name, Email address), 'Date of birth' (Day, Month, Year), and 'National Insurance number or asylum support reference number' (with radio buttons for 'National Insurance number' and 'Asylum support reference number'). A 'Perform check' button is at the bottom.

beta This is a new service - your [feedback](#) will help us to improve it.

< Back

Run a check for one parent or guardian

Enter the details of the parent or guardian who applied for free school meals.

Name and email address

First name

Last name

Email address

Date of birth

For example, 31 3 1980

Day Month Year

National Insurance number or asylum support reference number

Select one option.

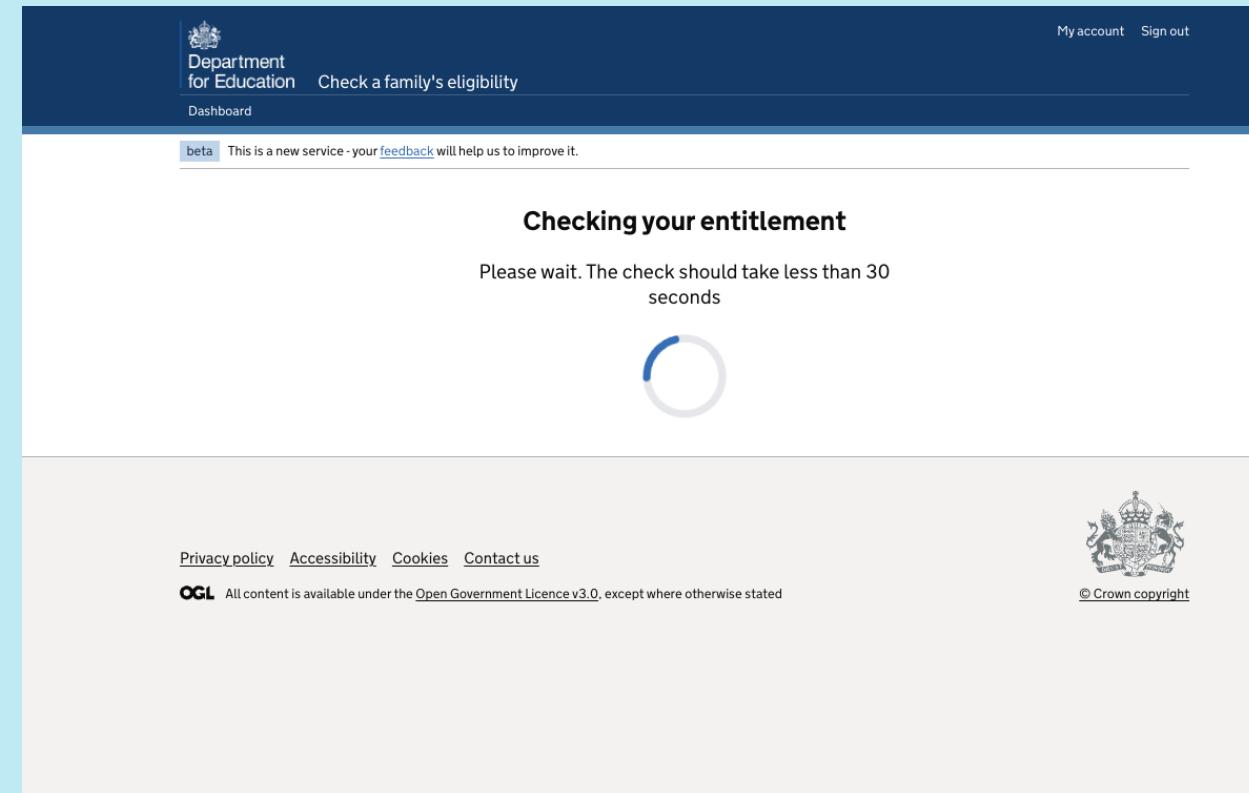
National Insurance number

Asylum support reference number

Perform check

Wait for the check to complete

You'll see a loading page saying **Checking your entitlement**.



The screenshot shows a web page with a dark blue header. In the top right corner, there are links for 'My account' and 'Sign out'. The main content area has a light blue background. At the top, it displays the Department for Education logo, the text 'Check a family's eligibility', and a 'Dashboard' link. Below this, a small blue box contains the word 'beta' and the text 'This is a new service - your [feedback](#) will help us to improve it.' In the center, the text 'Checking your entitlement' is displayed in bold. Below it, a message says 'Please wait. The check should take less than 30 seconds' next to a large circular loading icon. At the bottom of the page, there are links for 'Privacy policy', 'Accessibility', 'Cookies', and 'Contact us'. It also mentions 'OGL' and the 'Open Government Licence v3.0'. The bottom right corner features the Royal Coat of Arms and the text '© Crown copyright'.

Review the result

If the parent or guardian is entitled, you'll see a message confirming this.

Click **Add children's details**.

Department for Education Check a family's eligibility

Dashboard

beta This is a new service - your [feedback](#) will help us to improve it.

The children of this parent or guardian are entitled to free school meals

What to do next

Select 'Add children's details' on this page and provide the information requested.

[Add children's details](#)

[Return to dashboard](#)

[Sign Out](#)

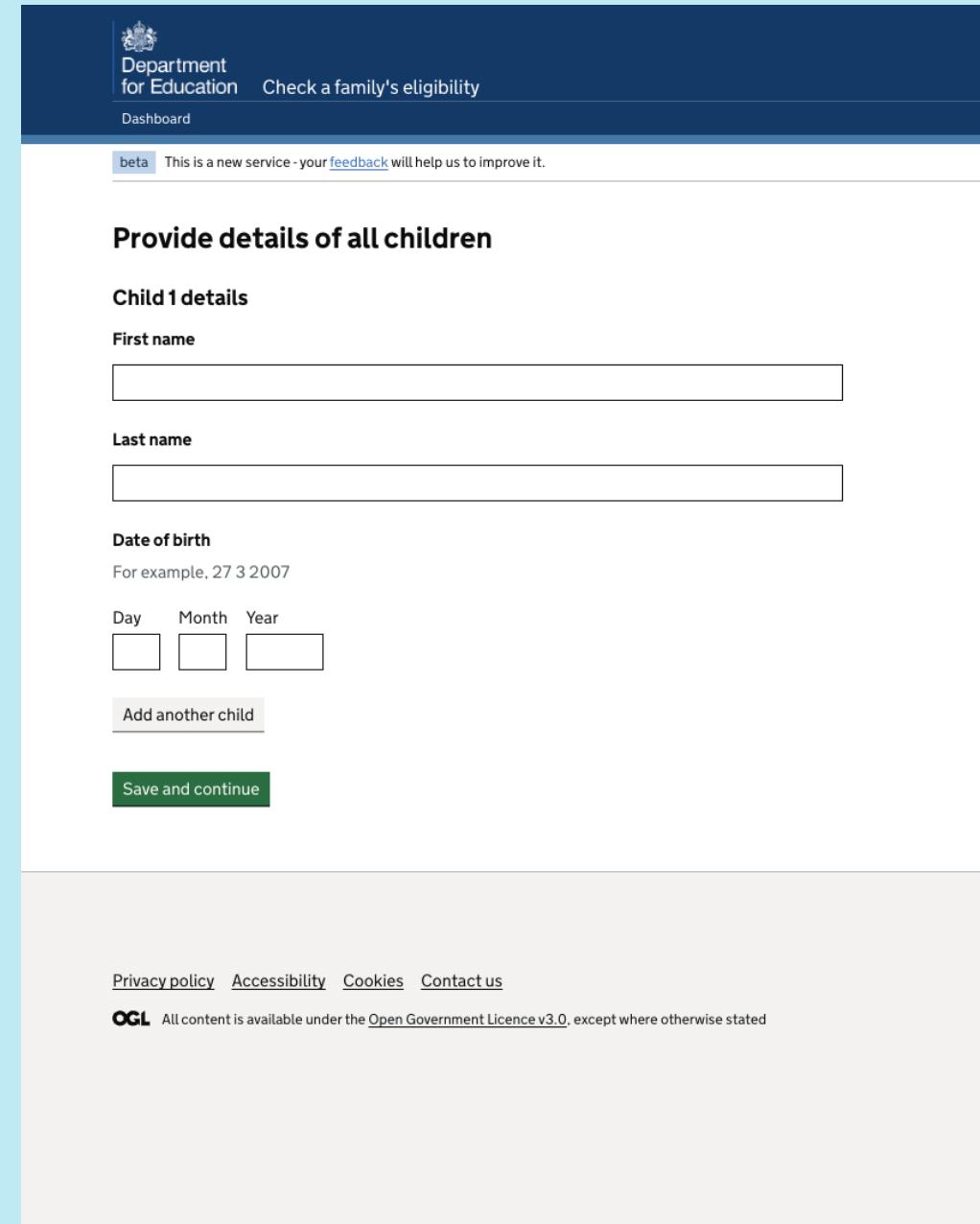
[Privacy policy](#) [Accessibility](#) [Cookies](#) [Contact us](#)

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Add children's details

Enter the first name, last name, and date of birth for each child attending your school.

- Click **Add another child** if you need to add multiple children.
- Once all children are added, click **Save and continue**.



The screenshot shows a web page titled 'Provide details of all children' under the 'Child 1 details' section. The page includes fields for 'First name' (empty), 'Last name' (empty), and 'Date of birth' (example: 27 3 2007, with fields for Day, Month, and Year). It also features a 'Save and continue' button and links for 'Privacy policy', 'Accessibility', 'Cookies', and 'Contact us'.

beta This is a new service - your [feedback](#) will help us to improve it.

Provide details of all children

Child 1 details

First name

Last name

Date of birth

For example, 27 3 2007

Day Month Year

Add another child

Save and continue

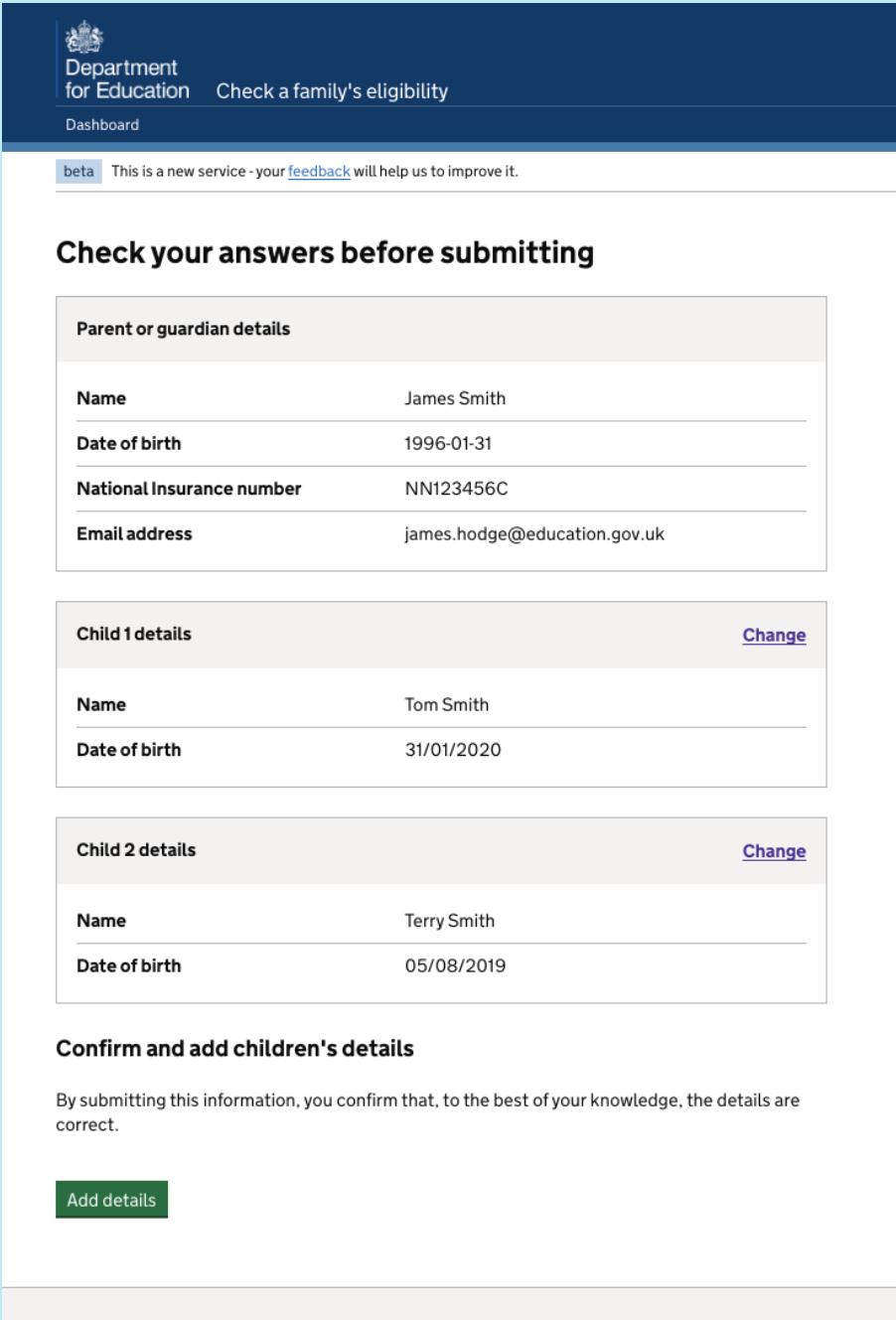
[Privacy policy](#) [Accessibility](#) [Cookies](#) [Contact us](#)

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Check and confirm details

Review the information you've added with the parent to ensure its correct.

When confirmed, click **Add details**.



The screenshot shows a service interface for the Department for Education. The top navigation bar includes the Department for Education logo, the service name 'Check a family's eligibility', and a 'Dashboard' link. A 'beta' indicator and a feedback message are also present. The main content area is titled 'Check your answers before submitting' and contains three sections for 'Parent or guardian details', 'Child 1 details', and 'Child 2 details', each with 'Change' links. Below these sections is a 'Confirm and add children's details' section with a 'Add details' button.

beta This is a new service - your [feedback](#) will help us to improve it.

Check your answers before submitting

Parent or guardian details

Name	James Smith
Date of birth	1996-01-31
National Insurance number	NN123456C
Email address	james.hodge@education.gov.uk

Child 1 details [Change](#)

Name	Tom Smith
Date of birth	31/01/2020

Child 2 details [Change](#)

Name	Terry Smith
Date of birth	05/08/2019

Confirm and add children's details

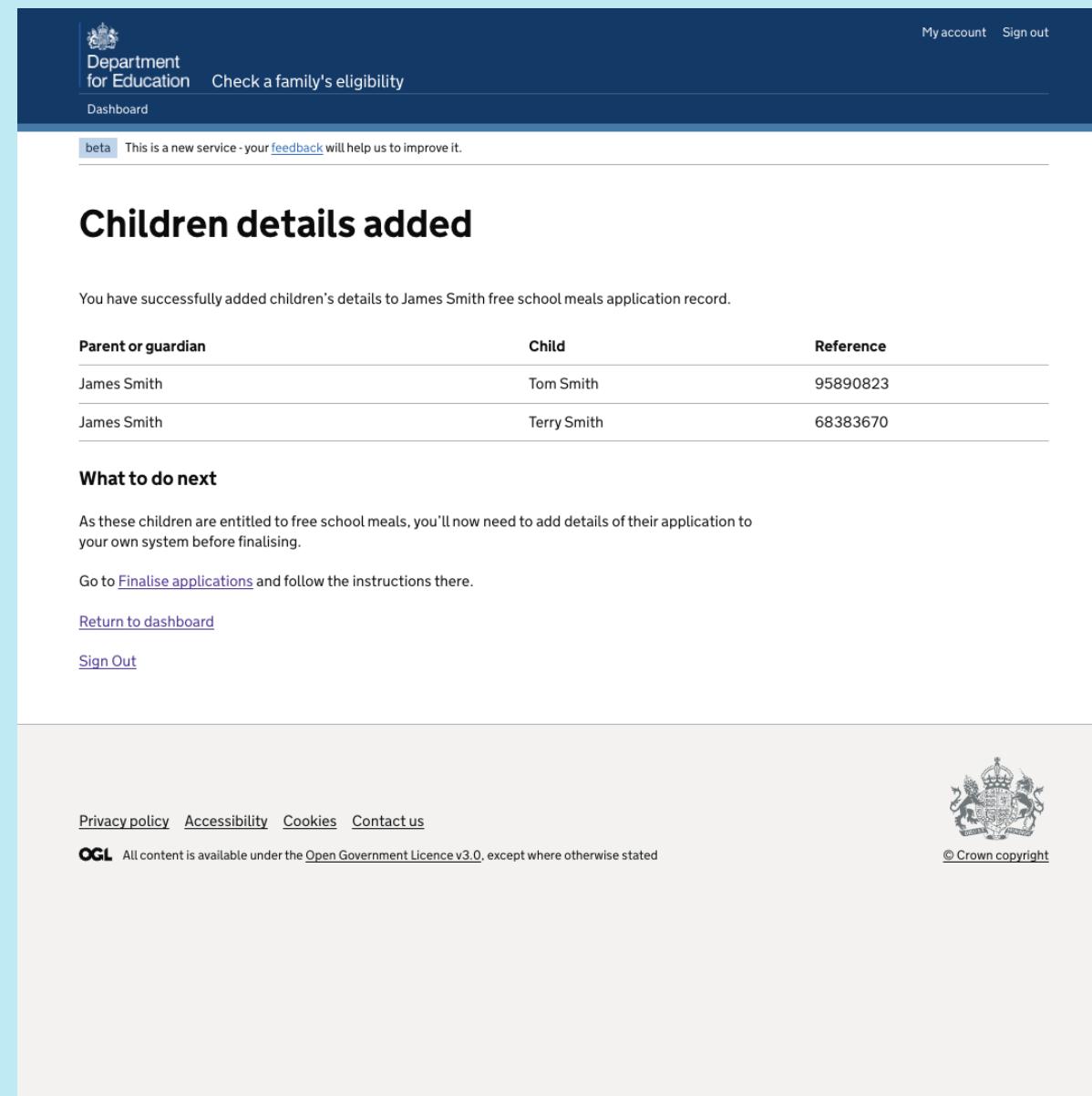
By submitting this information, you confirm that, to the best of your knowledge, the details are correct.

Add details

Children's details added

You'll see a confirmation page saying the children's details have been added to the Department for Education system.

Next, go to **Finalise applications** and follow the instructions for the children you've added.



The screenshot shows a confirmation page from the Department for Education. The header includes the Department for Education logo, a 'Check a family's eligibility' link, and 'My account' / 'Sign out' links. A 'beta' label with a note about feedback is present. The main content is titled 'Children details added' and states 'You have successfully added children's details to James Smith free school meals application record.' A table lists the added children: James Smith (Child: Tom Smith, Reference: 95890823) and James Smith (Child: Terry Smith, Reference: 68383670). Below this is a 'What to do next' section, which includes a link to 'Finalise applications', a 'Return to dashboard' link, and a 'Sign Out' link. The footer contains links for 'Privacy policy', 'Accessibility', 'Cookies', and 'Contact us', the 'OGL' logo with a note about Open Government Licence v3.0, and the '© Crown copyright' logo.

My account Sign out

beta This is a new service - your [feedback](#) will help us to improve it.

Children details added

You have successfully added children's details to James Smith free school meals application record.

Parent or guardian	Child	Reference
James Smith	Tom Smith	95890823
James Smith	Terry Smith	68383670

What to do next

As these children are entitled to free school meals, you'll now need to add details of their application to your own system before finalising.

Go to [Finalise applications](#) and follow the instructions there.

[Return to dashboard](#)

[Sign Out](#)

[Privacy policy](#) [Accessibility](#) [Cookies](#) [Contact us](#)

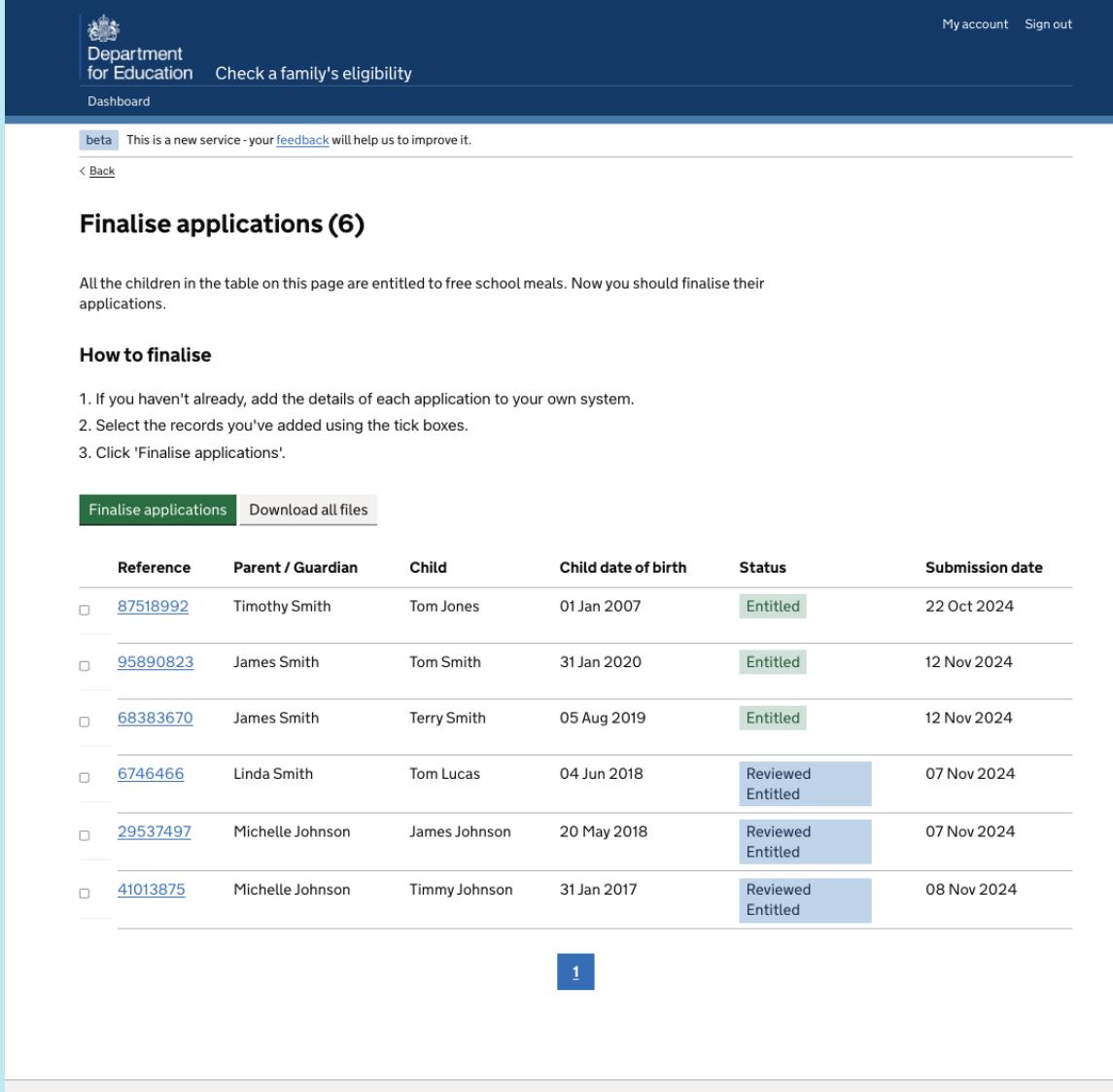
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Update your school's system

On the Finalise applications page:

- Add the details of each application into your internal school system.
- Once complete, return to the **Finalise applications** page.

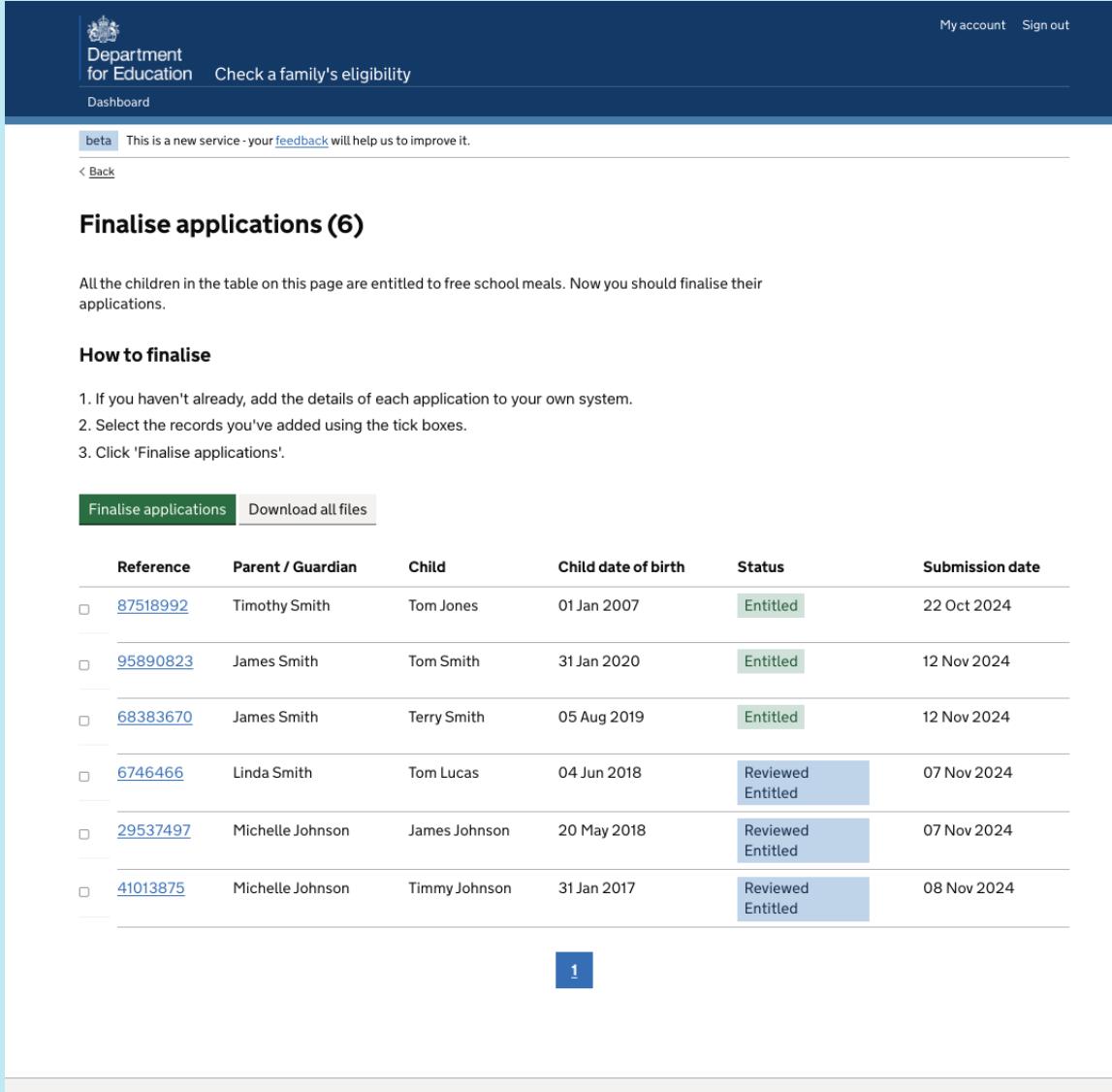


The screenshot shows a service from the Department for Education. At the top, there is a blue header with the 'Department for Education' logo, a 'Check a family's eligibility' link, and 'My account' and 'Sign out' buttons. Below the header is a dark blue navigation bar with 'Dashboard' and a 'beta' status message: 'This is a new service - your [feedback](#) will help us to improve it.' A 'Back' link is also present. The main content area is titled 'Finalise applications (6)'. A sub-instruction says: 'All the children in the table on this page are entitled to free school meals. Now you should finalise their applications.' Below this is a 'How to finalise' section with three steps: 1. If you haven't already, add the details of each application to your own system. 2. Select the records you've added using the tick boxes. 3. Click 'Finalise applications'. At the bottom of the page is a table with columns: Reference, Parent / Guardian, Child, Child date of birth, Status, and Submission date. The table lists six applications, each with a checkbox and a link to the application details. The 'Status' column shows 'Entitled' for the first five and 'Reviewed Entitled' for the last one. The 'Submission date' column shows various dates from 2024. A page number '1' is at the bottom right of the table.

Reference	Parent / Guardian	Child	Child date of birth	Status	Submission date
87518992	Timothy Smith	Tom Jones	01 Jan 2007	Entitled	22 Oct 2024
95890823	James Smith	Tom Smith	31 Jan 2020	Entitled	12 Nov 2024
68383670	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
6746466	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
29537497	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
41013875	Michelle Johnson	Timmy Johnson	31 Jan 2017	Reviewed Entitled	08 Nov 2024

Mark applications as complete

- Tick each application that you've added into your system.
- Click **Finalise application**.



The screenshot shows a service from the Department for Education titled 'Check a family's eligibility'. The top navigation bar includes 'My account' and 'Sign out'. Below the title, a 'beta' label and a feedback link are present. A 'Dashboard' link is also visible. A message at the top states: 'All the children in the table on this page are entitled to free school meals. Now you should finalise their applications.'

Finalise applications (6)

How to finalise

1. If you haven't already, add the details of each application to your own system.
2. Select the records you've added using the tick boxes.
3. Click 'Finalise applications'.

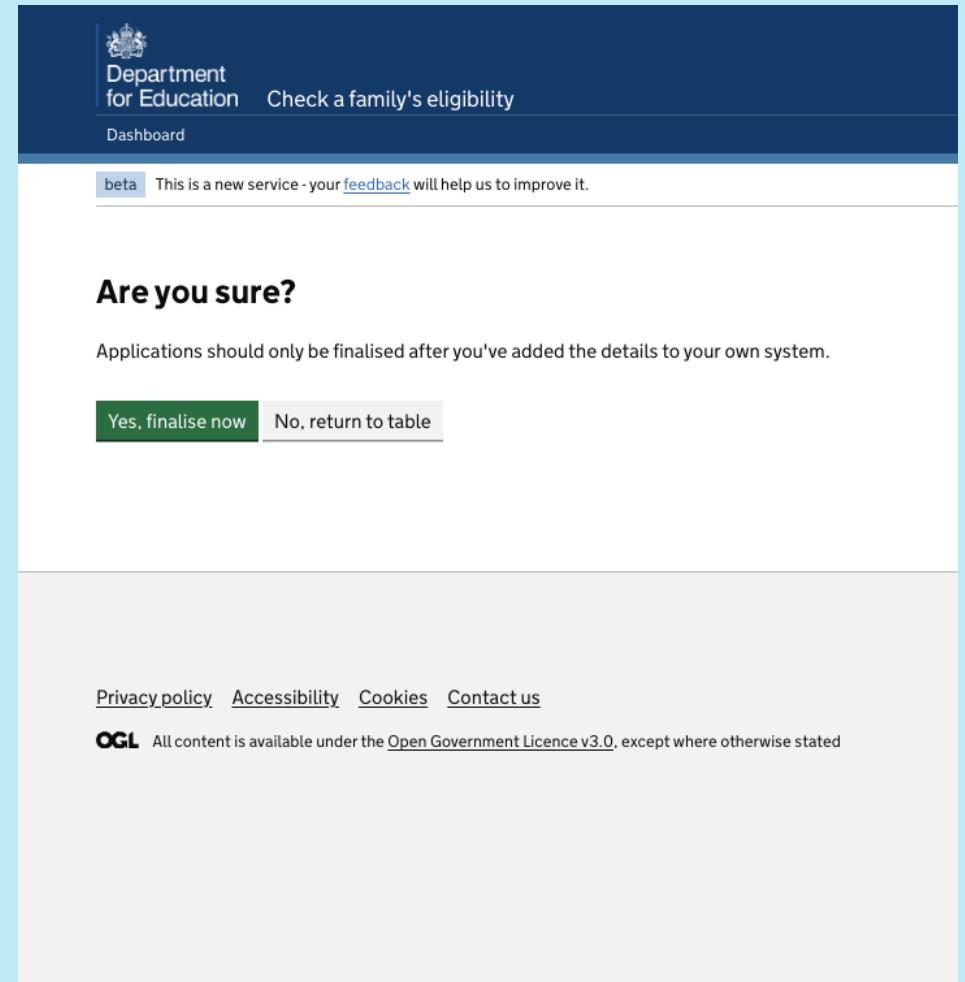
Two buttons are available: 'Finalise applications' (highlighted in green) and 'Download all files'.

Reference	Parent / Guardian	Child	Child date of birth	Status	Submission date
87518992	Timothy Smith	Tom Jones	01 Jan 2007	Entitled	22 Oct 2024
95890823	James Smith	Tom Smith	31 Jan 2020	Entitled	12 Nov 2024
68383670	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
6746466	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
29537497	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
41013875	Michelle Johnson	Timmy Johnson	31 Jan 2017	Reviewed Entitled	08 Nov 2024

A page number '1' is visible in the bottom right corner of the table area.

Mark applications as complete

- Click **Yes, finalise now** if you've added the details into your system.
- If not, click **No, return to the table**, which will take you back to the previous page.



The screenshot shows a web page from the Department for Education. At the top, it says 'Check a family's eligibility' and 'Dashboard'. A 'beta' message at the top indicates it's a new service. The main content asks 'Are you sure?' about finalising an application. It states that applications should only be finalised after details are added to the system. Two buttons are present: a green 'Yes, finalise now' button and a grey 'No, return to table' button. At the bottom, there are links for 'Privacy policy', 'Accessibility', 'Cookies', and 'Contact us', and a note about content being available under the Open Government Licence v3.0.

beta This is a new service - your [feedback](#) will help us to improve it.

Are you sure?

Applications should only be finalised after you've added the details to your own system.

[Yes, finalise now](#) [No, return to table](#)

[Privacy policy](#) [Accessibility](#) [Cookies](#) [Contact us](#)

OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

Record finalisation

- If you clicked **Yes, finalise now**, the details will be removed from the Finalise applications page.
- You can now find the record on the **Search all records** page.

My account Sign out

beta This is a new service - your [feedback](#) will help us to improve it.

< Back

Finalise applications (4)

All the children in the table on this page are entitled to free school meals. Now you should finalise their applications.

How to finalise

1. If you haven't already, add the details of each application to your own system.
2. Select the records you've added using the tick boxes.
3. Click 'Finalise applications'.

[Finalise applications](#) [Download all files](#)

	Reference	Parent / Guardian	Child	Child date of birth	Status	Submission date
<input type="checkbox"/>	68383670	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
<input type="checkbox"/>	6746466	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/>	29537497	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/>	41013875	Michelle Johnson	Timmy Johnson	31 Jan 2017	Reviewed Entitled	08 Nov 2024

1

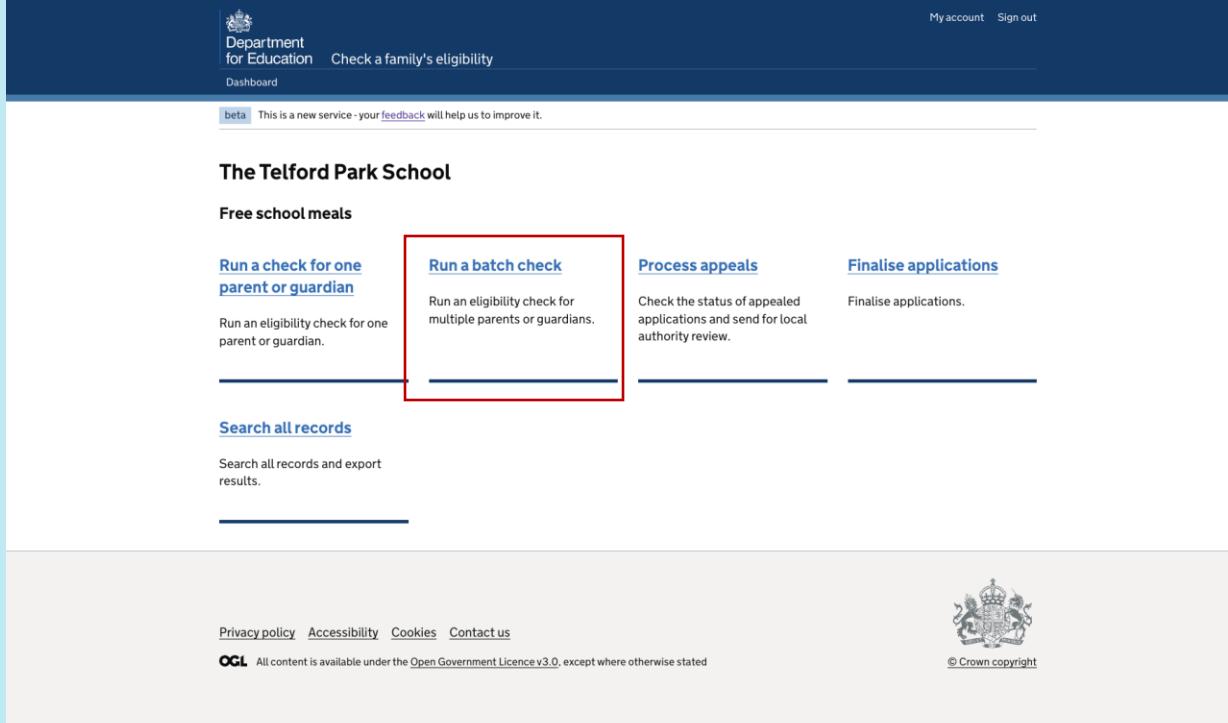
Privacy policy Accessibility Cookies Contact us

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Run a batch check

Start the batch check

Click Run a batch check to check if multiple pupils are eligible for free school meals.



The screenshot shows the 'Check a family's eligibility' service dashboard for 'The Telford Park School'. The 'Run a batch check' button is highlighted with a red box. The page includes a 'beta' notice, a 'Free school meals' section with 'Run a check for one parent or guardian' and 'Run a batch check' buttons, and links for 'Process appeals' and 'Finalise applications'.

My account Sign out

beta This is a new service - your [feedback](#) will help us to improve it.

Department for Education Check a family's eligibility

Dashboard

The Telford Park School

Free school meals

[Run a check for one parent or guardian](#)

Run an eligibility check for one parent or guardian.

[Run a batch check](#)

Run an eligibility check for multiple parents or guardians.

[Process appeals](#)

Check the status of appealed applications and send for local authority review.

[Finalise applications](#)

Finalise applications.

Search all records

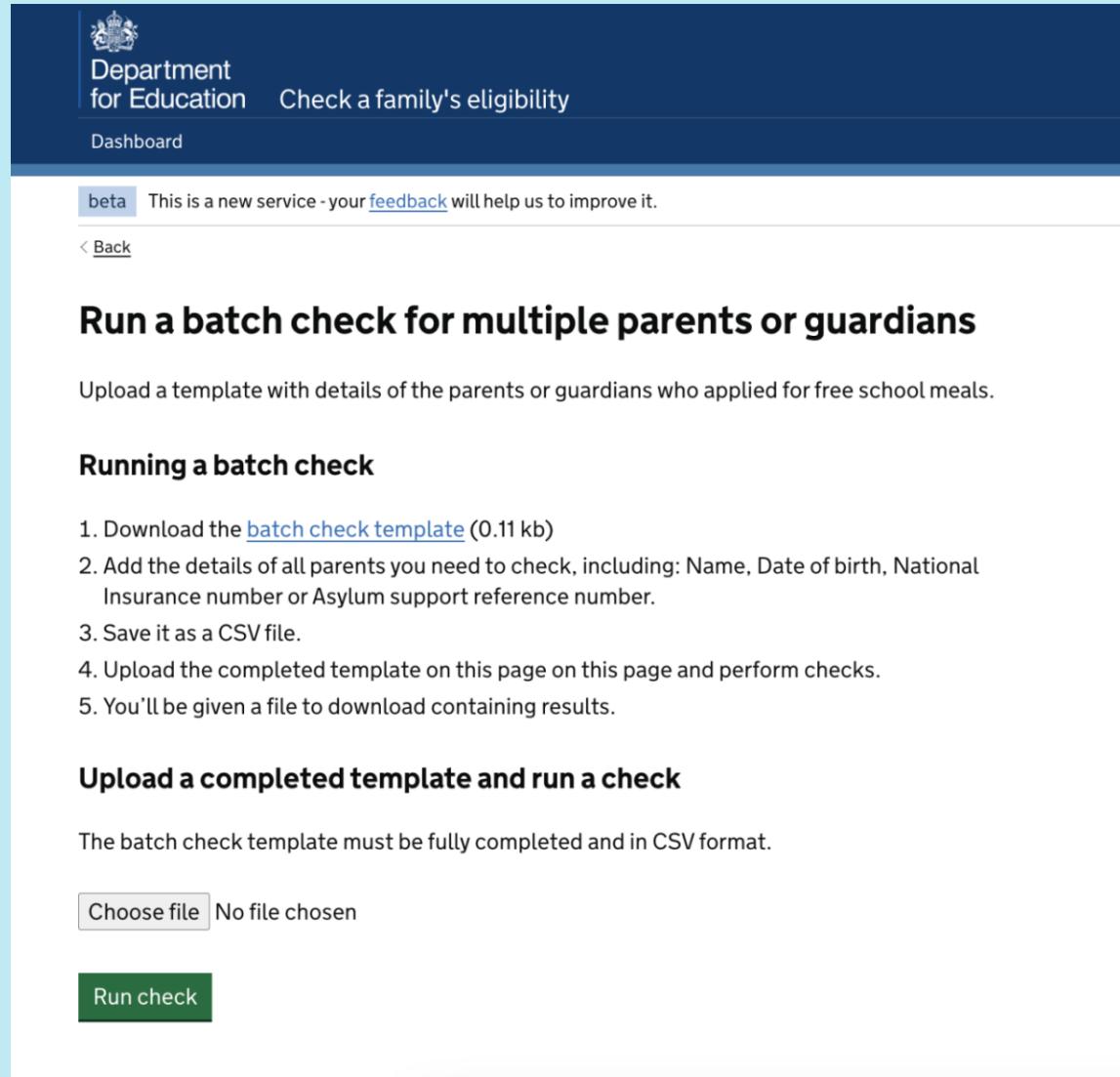
Search all records and export results.

Privacy policy Accessibility Cookies Contact us

© Crown copyright

Download the batch check template

Follow the instructions on the page to download the batch check template as a CSV file.



The screenshot shows a blue header with the Department for Education logo and the text 'Check a family's eligibility'. Below the header is a 'Dashboard' link. A 'beta' indicator with the text 'This is a new service - your [feedback](#) will help us to improve it.' is present. A 'Back' link is also visible. The main content area has a heading 'Run a batch check for multiple parents or guardians'. It instructs users to 'Upload a template with details of the parents or guardians who applied for free school meals.' Below this, a section titled 'Running a batch check' lists five steps: 1. Download the [batch check template](#) (0.11 kb), 2. Add the details of all parents you need to check, including: Name, Date of birth, National Insurance number or Asylum support reference number, 3. Save it as a CSV file, 4. Upload the completed template on this page and perform checks, 5. You'll be given a file to download containing results. A 'Choose file' button with the text 'No file chosen' is shown, along with a 'Run check' button.

Run a batch check for multiple parents or guardians

Upload a template with details of the parents or guardians who applied for free school meals.

Running a batch check

1. Download the [batch check template](#) (0.11 kb)
2. Add the details of all parents you need to check, including: Name, Date of birth, National Insurance number or Asylum support reference number.
3. Save it as a CSV file.
4. Upload the completed template on this page and perform checks.
5. You'll be given a file to download containing results.

Upload a completed template and run a check

The batch check template must be fully completed and in CSV format.

Choose file No file chosen

Run check

Download the batch check template

Open the CSV file in your spreadsheet software. You'll see columns for the following information:

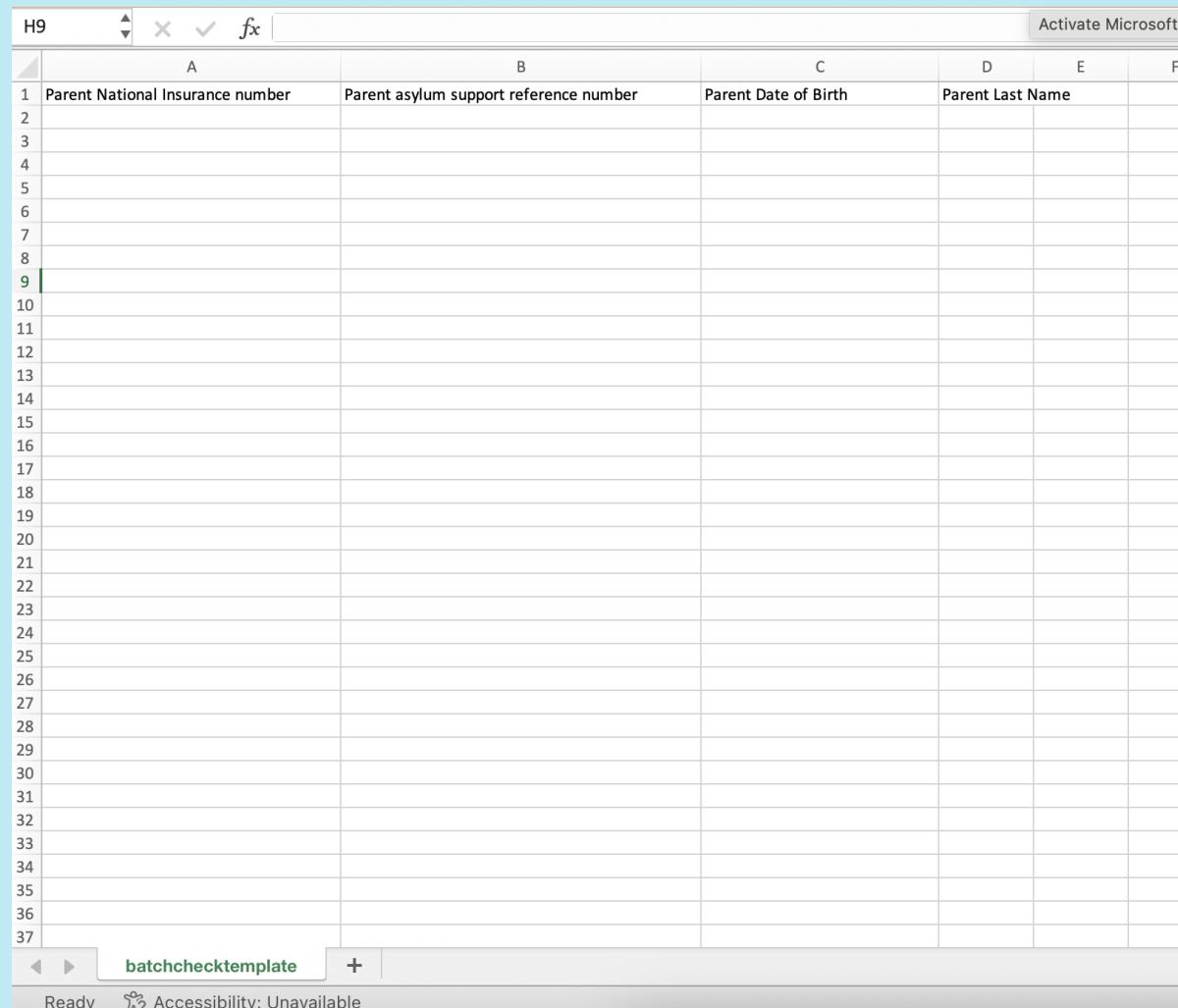
- Parent's National Insurance number

OR

- Parent's asylum support reference number
- Parent's date of birth
- Parent's last name

Add the details for all parents you want to check, save the file, and upload it to the page where you found the template.

Click **Run Check**.

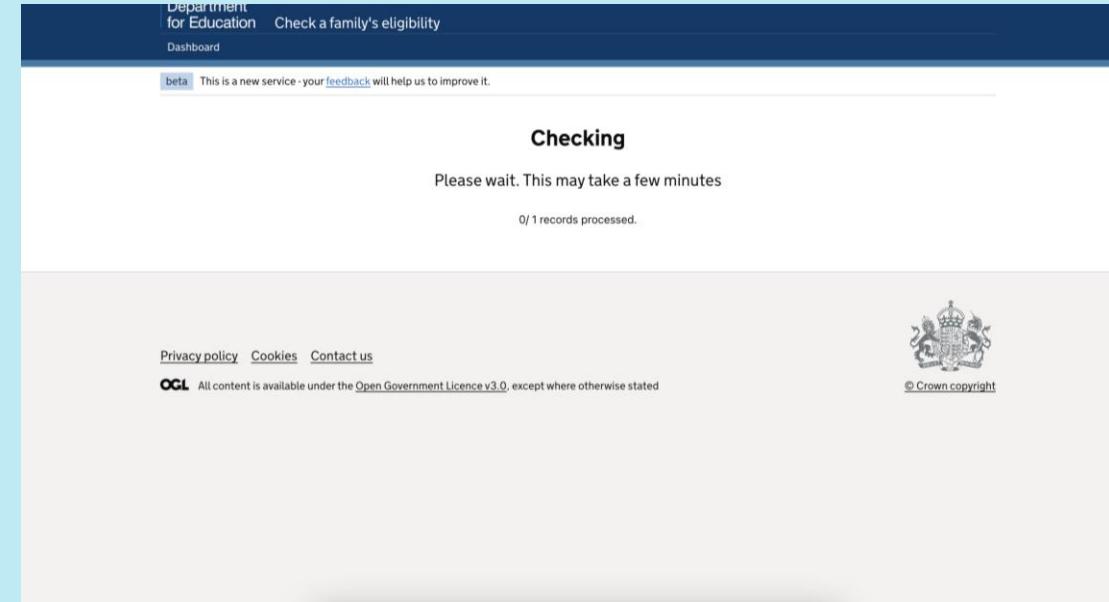


	A	B	C	D	E	F
1	Parent National Insurance number	Parent asylum support reference number	Parent Date of Birth	Parent Last Name		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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37						

Monitor progress

The system will process the records and show progress, for example:

“4/33 records processed.”



The screenshot shows a web page from the Department for Education. The header reads "Department for Education Check a family's eligibility" and "Dashboard". A "beta" message states "This is a new service - your [feedback](#) will help us to improve it." The main content area is titled "Checking" and contains the text "Please wait. This may take a few minutes". Below this, it says "0/1 records processed." At the bottom, there are links for "Privacy policy", "Cookies", and "Contact us", and a note that "All content is available under the [Open Government Licence v3.0](#), except where otherwise stated". The page is signed off with the "© Crown copyright" logo.

Download the results

When all checks are complete, and no errors are found, you'll get a downloadable file. Open the file to see an additional column with results for each parent. The results can be:

- **Entitled:** The children of this parent or guardian are entitled to free school meals.
- **May not be entitled:** The children may not be entitled. Provide supporting evidence for your local authority to review.
- **Could not check:** The parent or guardian's information does not match departmental records.
- **Error:** There was an issue accessing the data for this parent or guardian.

Success

Checks completed

Now download the checked file to see which parents can claim free school meals for their children.

free-school-meal-outcomes-YYYYMMDD.csv

[Download](#)

Result explainer

Entitled – The children of this parent or guardian are entitled to free school meals.

May not be entitled – The children of this parent or guardian may not be entitled to free school meals. To appeal, provide evidence to support your local authority in making a decision. View the list of acceptable evidence.

Could not check – This parent or guardian's personal information doesn't match the departmental records. Either their data was entered incorrectly or their entitlement isn't currently updated on the system.

Error – There was a problem accessing this parent or guardian's data to obtain a result.

[Return to dashboard](#)

[Sign Out](#)

Fix errors in your upload

If there are issues with your data, you'll see an error page listing the problem rows in the CSV file. For example: "Line 10: Issue with date of birth."

To fix this:

- Open the CSV file and locate the line mentioned (e.g., "Line 10").
- Note: "Line 1" refers to the first row where you entered a parent's information.
- Correct the data and save the file.
- Re-upload the updated file and click **Run Check** again.

Department for Education
Check a family's eligibility
Dashboard
beta This is a new service - your [feedback](#) will help us to improve it.

Error - Parent data issue

There are issues with the parent data on the following lines:

Line 8: Issue with National Insurance number
Line 9: Issue with date of birth
Line 10: Issue with middle name
Line 11: Issue with National Insurance number
Line 12: Issue with date of birth
Line 13: Issue with middle name
Line 14: Issue with National Insurance number
Line 15: Issue with date of birth
Line 16: Issue with middle name

There are also issues on 5000 more lines

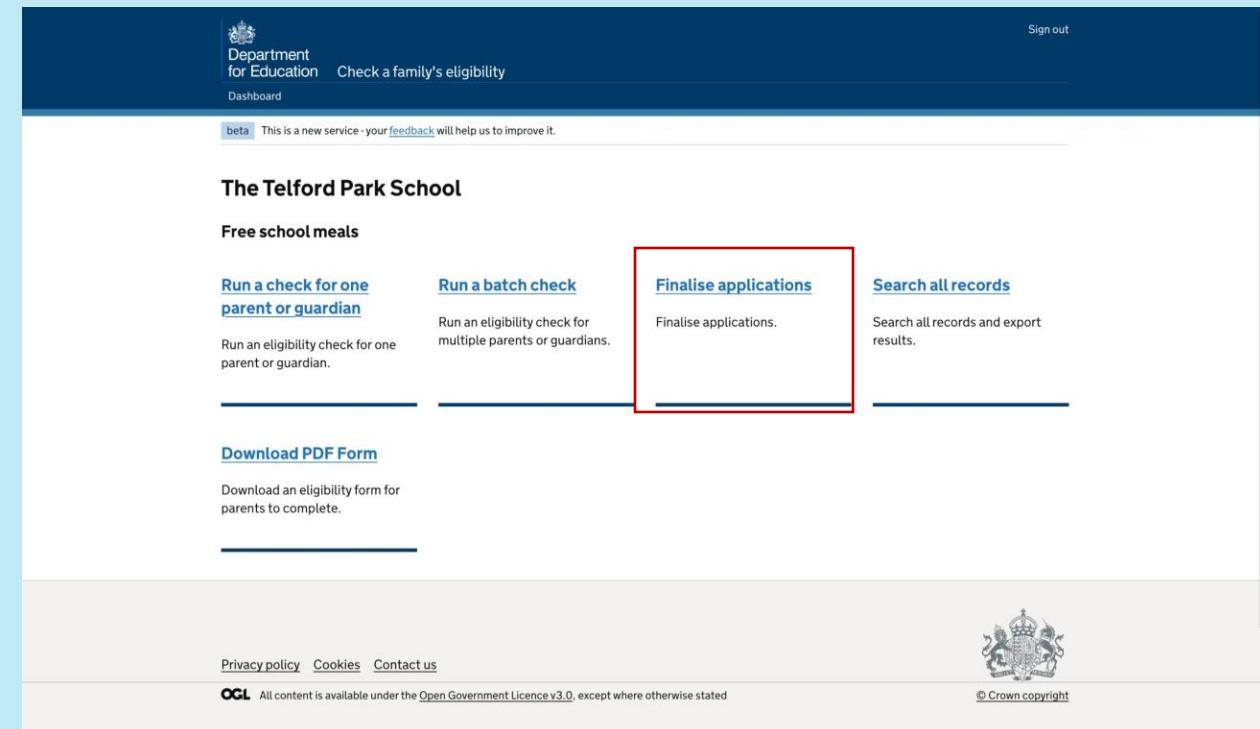
Please make sure you've corrected the issues on these lines and upload the file again.
[Try again](#)
[Return to dashboard](#)
[Sign out](#)

[Privacy policy](#) [Accessibility](#) [Cookies](#) [Contact us](#) [Manage your prototype](#) [Clear data](#)
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Finalise applications

Finalise applications

Click finalise applications to find applications that are entitled but have yet to be added into the school Information Management System.



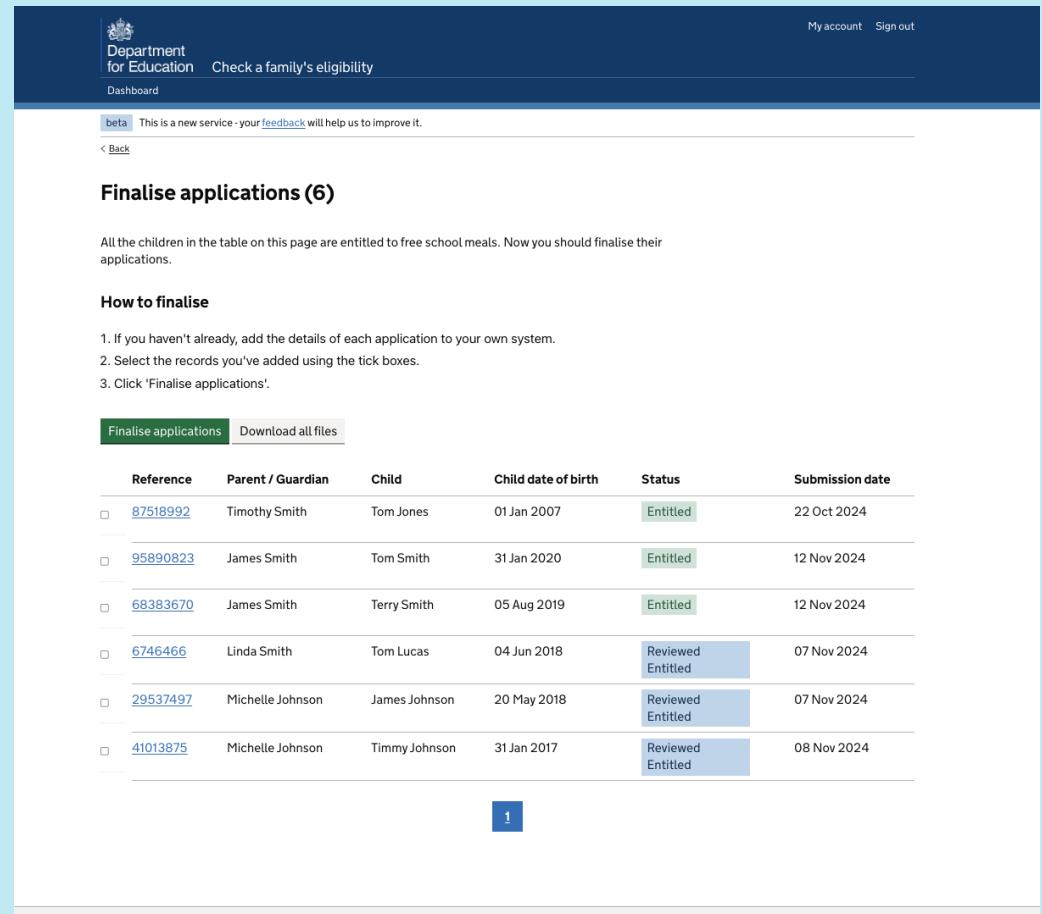
The screenshot shows a web page from the Department for Education. At the top, there is a blue header with the Department for Education logo, a 'Check a family's eligibility' button, and a 'Sign out' link. Below the header, a 'beta' message states: 'This is a new service - your [feedback](#) will help us to improve it.' The main content area is titled 'The Telford Park School'. It features a 'Free school meals' section with two buttons: 'Run a check for one parent or guardian' and 'Run a batch check'. Below these is a 'Download PDF Form' button. To the right, there are two more buttons: 'Finalise applications' (which is highlighted with a red box) and 'Search all records'. At the bottom of the page, there are links for 'Privacy policy', 'Cookies', and 'Contact us', along with a 'OGL' link and a note about the Open Government Licence. The page is marked with '© Crown copyright' and the Royal Coat of Arms.

Update your school's system

On the Finalise applications page:

Add the details of each application into your internal school system.

Once complete, return to the **Finalise applications** page.



beta This is a new service - your [feedback](#) will help us to improve it.

Dashboard

Check a family's eligibility

Finalise applications (6)

All the children in the table on this page are entitled to free school meals. Now you should finalise their applications.

How to finalise

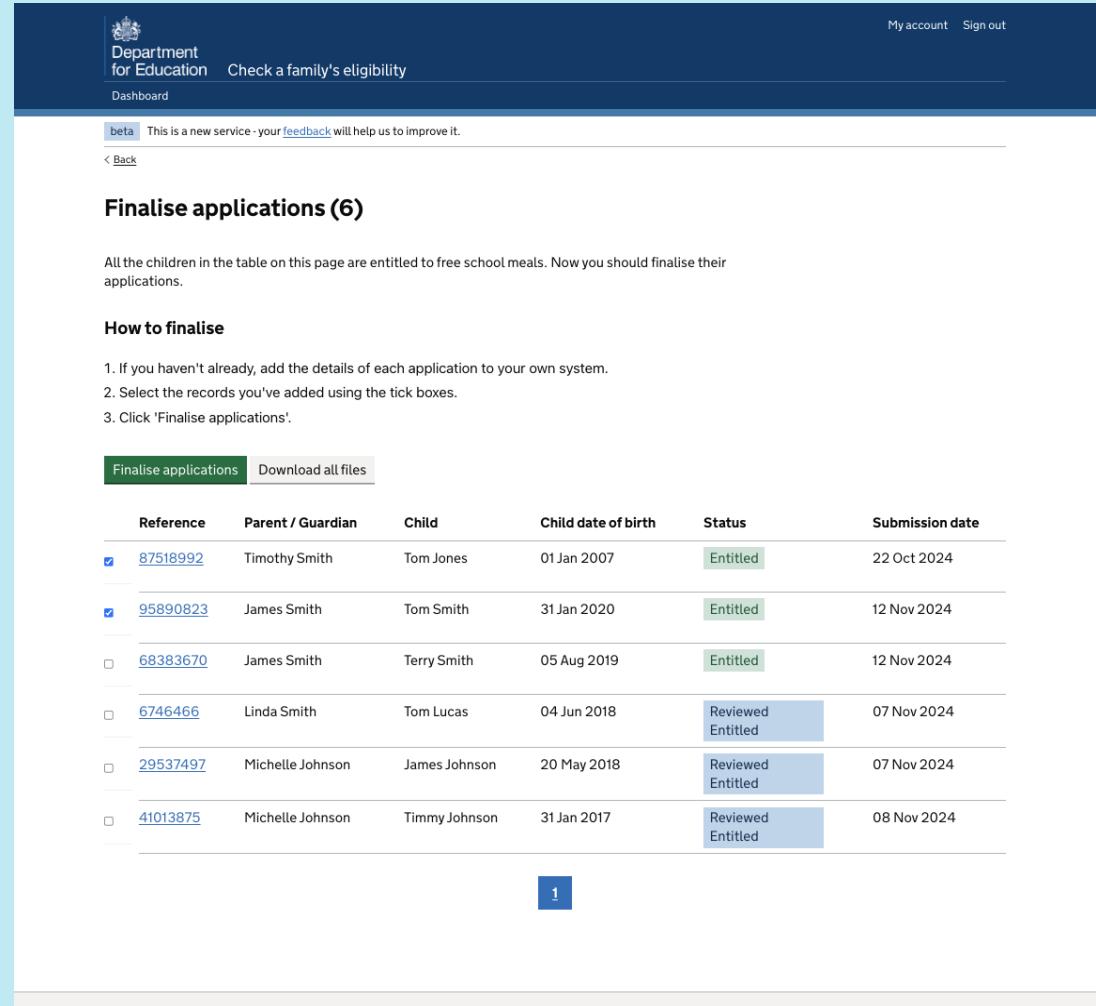
1. If you haven't already, add the details of each application to your own system.
2. Select the records you've added using the tick boxes.
3. Click 'Finalise applications'.

Finalise applications	Download all files				
<input type="checkbox"/> 87518992	Timothy Smith	Tom Jones	01 Jan 2007	Entitled	22 Oct 2024
<input type="checkbox"/> 95890823	James Smith	Tom Smith	31 Jan 2020	Entitled	12 Nov 2024
<input type="checkbox"/> 68383670	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
<input type="checkbox"/> 6746466	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/> 29537497	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/> 41013875	Michelle Johnson	Timmy Johnson	31 Jan 2017	Reviewed Entitled	08 Nov 2024

1

Mark applications as complete

- Tick each application that you've added into your system.
- Click **Finalise application**.

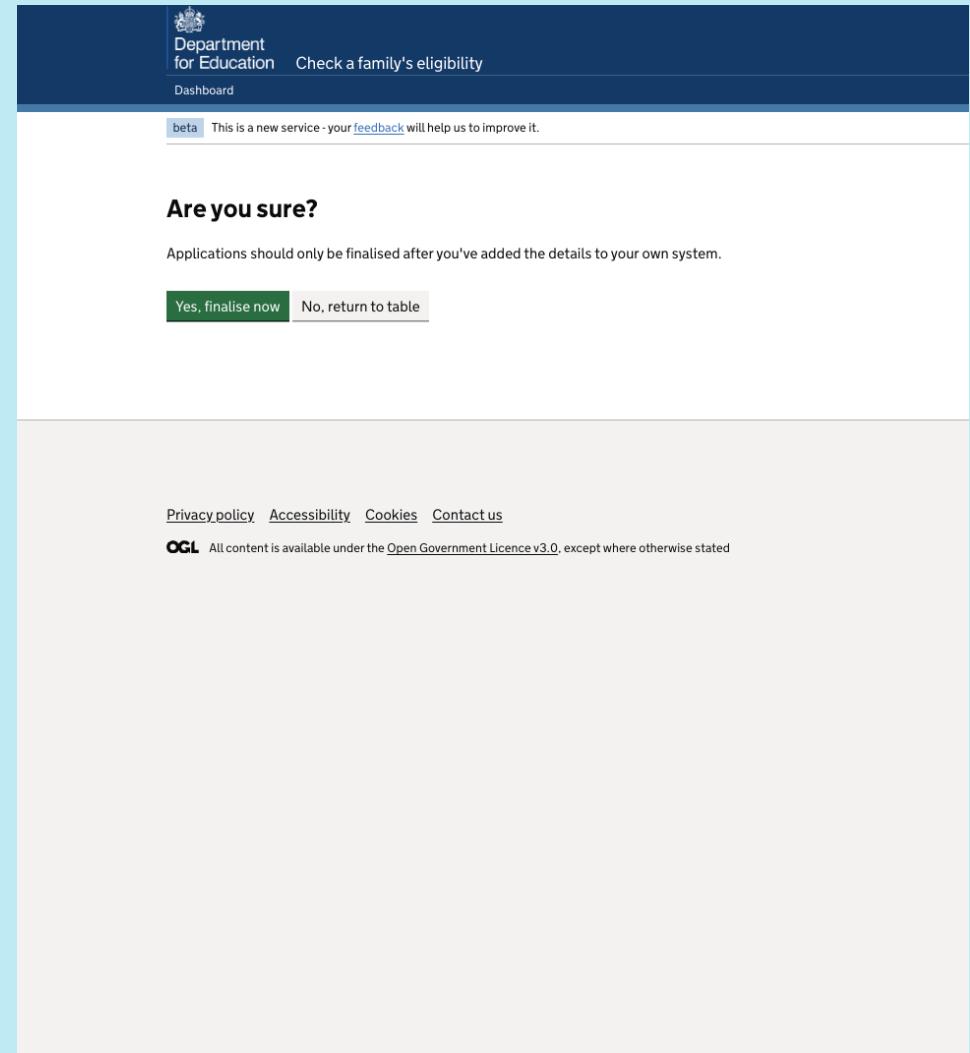


The screenshot shows a service from the Department for Education. The top navigation bar includes 'My account' and 'Sign out'. Below it, 'Check a family's eligibility' and 'Dashboard' are visible. A 'beta' message at the top says 'This is a new service - your [feedback](#) will help us to improve it.' A 'Back' link is also present. The main content area is titled 'Finalise applications (6)'. A note below states: 'All the children in the table on this page are entitled to free school meals. Now you should finalise their applications.' A 'How to finalise' section provides instructions: 1. If you haven't already, add the details of each application to your own system. 2. Select the records you've added using the tick boxes. 3. Click 'Finalise applications'. Below this is a table with columns: Reference, Parent / Guardian, Child, Child date of birth, Status, and Submission date. The table lists six applications, each with a checkbox in the 'Parent / Guardian' column. The 'Status' column shows 'Entitled' for the first two and 'Reviewed Entitled' for the others. The 'Submission date' column shows various dates from 2024 to 2022. A 'Finalise applications' button is at the top of the table, and a 'Download all files' link is to its right. A page number '1' is in the bottom right corner of the table area.

Reference	Parent / Guardian	Child	Child date of birth	Status	Submission date
87518992	Timothy Smith	Tom Jones	01 Jan 2007	Entitled	22 Oct 2024
95890823	James Smith	Tom Smith	31 Jan 2020	Entitled	12 Nov 2024
68383670	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
6746466	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
29537497	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
41013875	Michelle Johnson	Timmy Johnson	31 Jan 2017	Reviewed Entitled	08 Nov 2024

Confirm finalisation

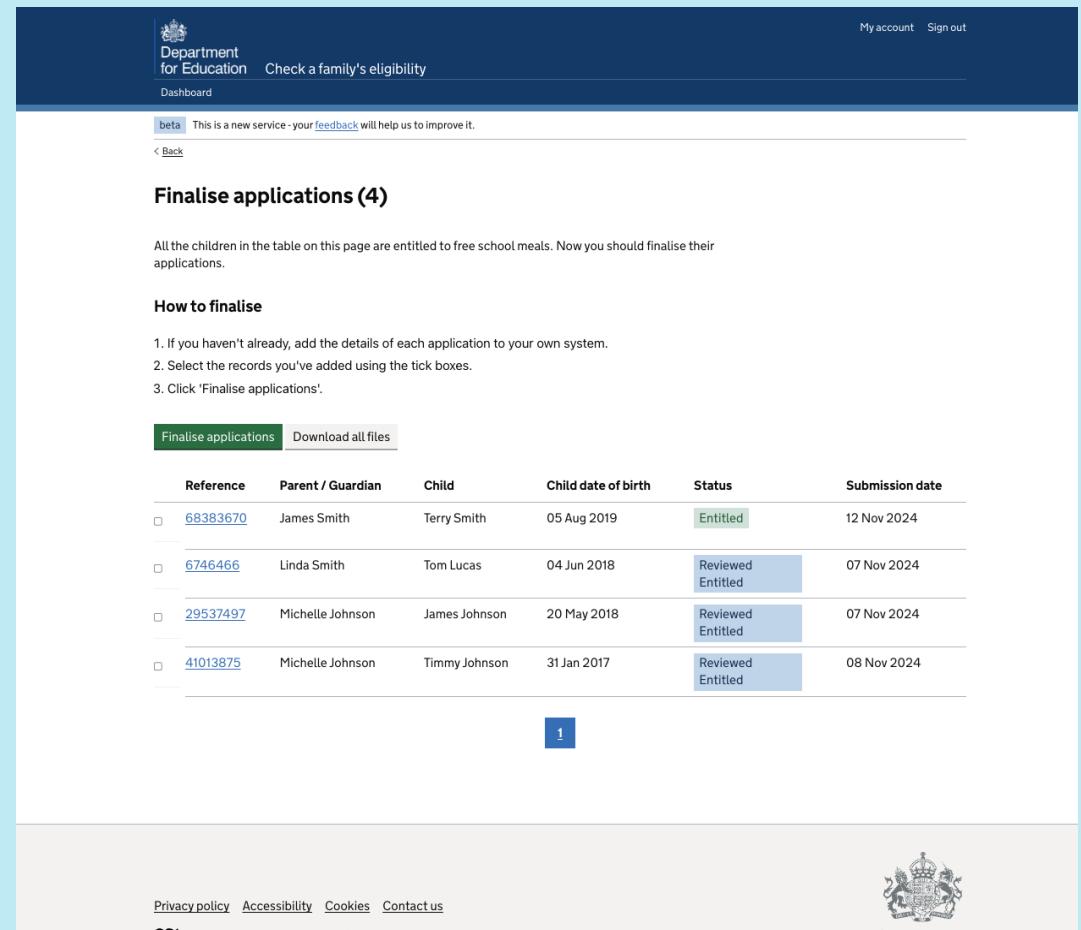
- Click **Yes, finalise now** if you've added the details into your system.
- If not, click **No, return to the table**, which will take you back to the previous page.



Record finalisation

If you clicked **Yes, finalise now**, the details will be removed from the **Finalise applications** page.

You can now find the record on the **Search all records** page.



beta This is a new service - your [feedback](#) will help us to improve it.

< Back

Finalise applications (4)

All the children in the table on this page are entitled to free school meals. Now you should finalise their applications.

How to finalise

1. If you haven't already, add the details of each application to your own system.
2. Select the records you've added using the tick boxes.
3. Click 'Finalise applications'.

Reference	Parent / Guardian	Child	Child date of birth	Status	Submission date
68383670	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
6746466	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
29537497	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
41013875	Michelle Johnson	Timmy Johnson	31 Jan 2017	Reviewed Entitled	08 Nov 2024

1

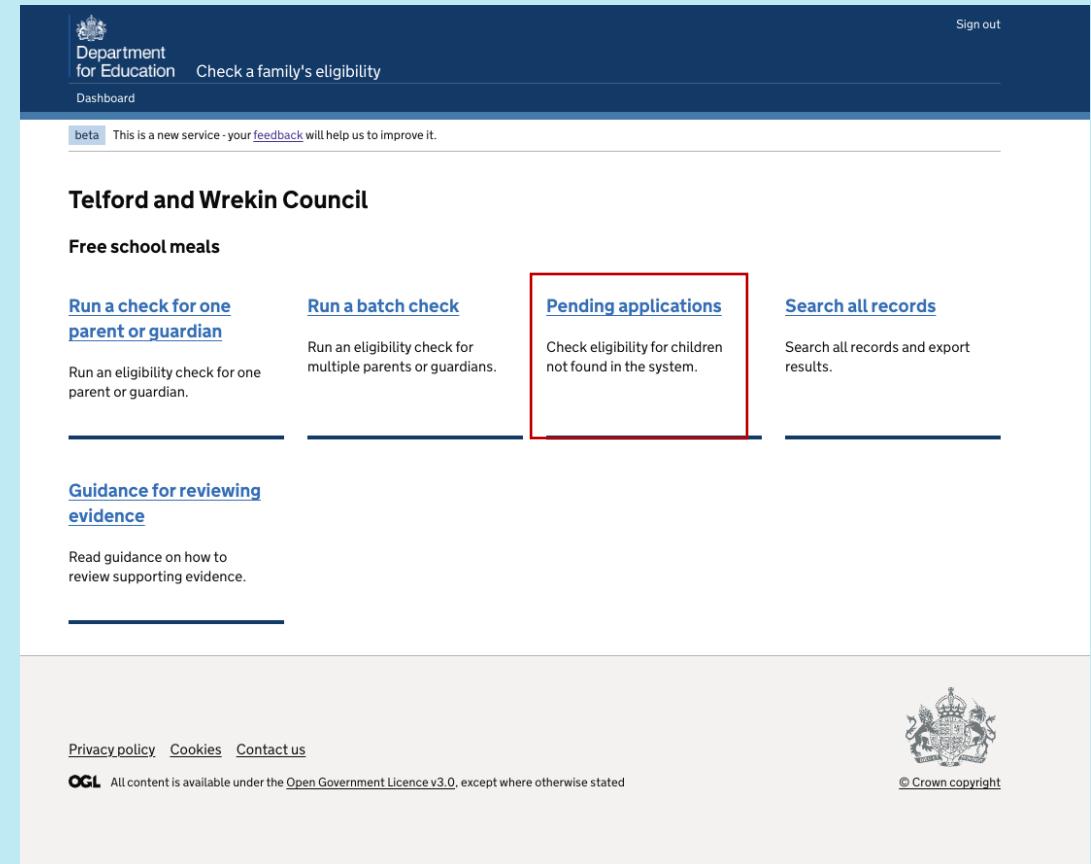
[Privacy policy](#) [Accessibility](#) [Cookies](#) [Contact us](#)

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Pending applications

Access pending applications

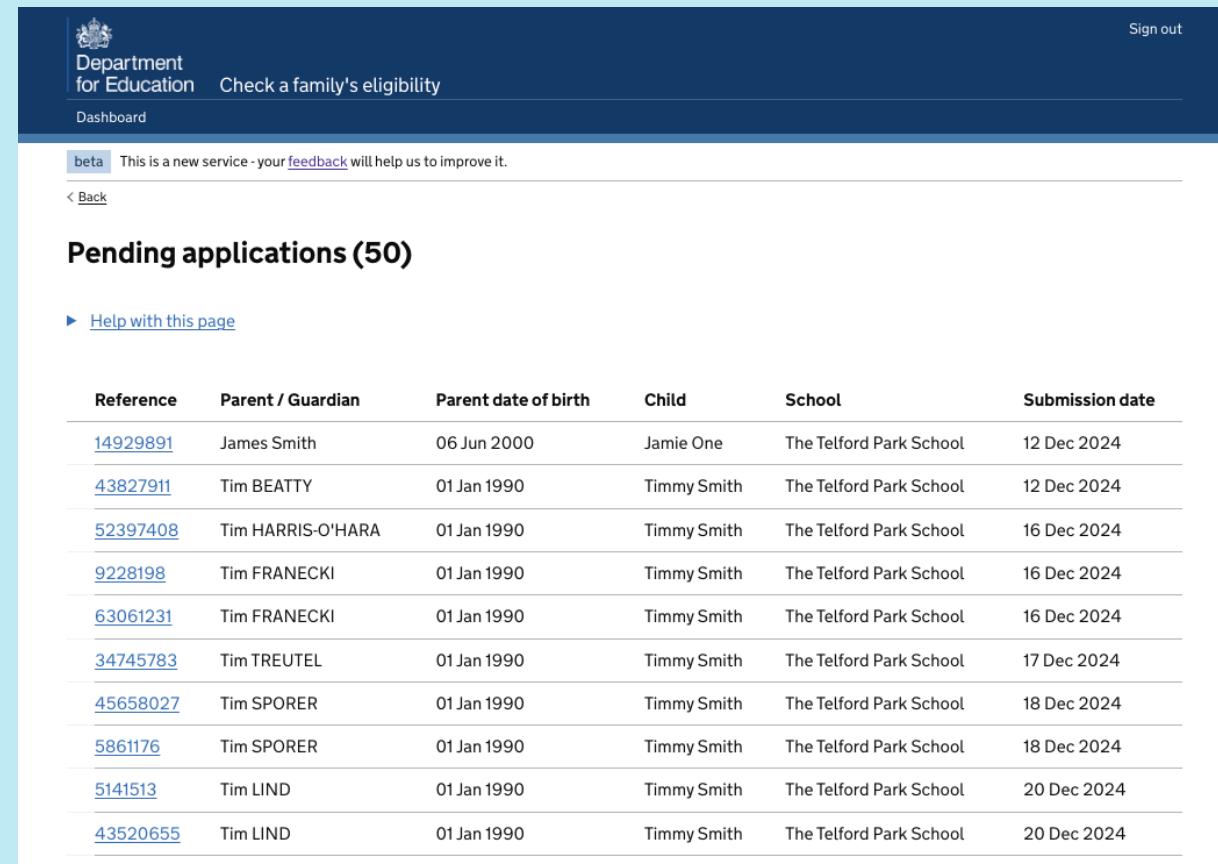
Click **Pending applications** to see a list of applications that have been appealed and require review. These applications will include any supporting evidence provided.



The screenshot shows the 'Check a family's eligibility' service on the Department for Education's website. The top navigation bar includes the Royal Coat of Arms, the text 'Department for Education', 'Check a family's eligibility', and 'Sign out'. Below this is a 'Dashboard' section with a 'beta' label and a note: 'This is a new service - your [feedback](#) will help us to improve it.' The main content area is titled 'Telford and Wrekin Council' and 'Free school meals'. It features four main buttons: 'Run a check for one parent or guardian', 'Run a batch check', 'Pending applications' (which is highlighted with a red box), and 'Search all records'. Each button has a brief description. Below these buttons is a 'Guidance for reviewing evidence' section with a link to 'Read guidance on how to review supporting evidence'. At the bottom of the page are links for 'Privacy policy', 'Cookies', 'Contact us', and 'OGL' (Open Government Licence v3.0), along with a note about content availability. The page is branded with the Royal Coat of Arms and '© Crown copyright'.

Select an application

On the **Pending applications** page, click the reference number of the application you want to review and make a decision on.



The screenshot shows a web application interface for the Department for Education. The header includes the Royal Coat of Arms, the text 'Department for Education', 'Check a family's eligibility', and 'Sign out'. Below the header is a 'Dashboard' section with a 'beta' label and a message: 'This is a new service - your [feedback](#) will help us to improve it.' A 'Back' link is also present. The main content area is titled 'Pending applications (50)' and includes a 'Help with this page' link. A table lists 10 pending applications with columns for Reference, Parent / Guardian, Parent date of birth, Child, School, and Submission date.

Reference	Parent / Guardian	Parent date of birth	Child	School	Submission date
14929891	James Smith	06 Jun 2000	Jamie One	The Telford Park School	12 Dec 2024
43827911	Tim BEATTY	01 Jan 1990	Timmy Smith	The Telford Park School	12 Dec 2024
52397408	Tim HARRIS-O'HARA	01 Jan 1990	Timmy Smith	The Telford Park School	16 Dec 2024
9228198	Tim FRANECKI	01 Jan 1990	Timmy Smith	The Telford Park School	16 Dec 2024
63061231	Tim FRANECKI	01 Jan 1990	Timmy Smith	The Telford Park School	16 Dec 2024
34745783	Tim TREUTEL	01 Jan 1990	Timmy Smith	The Telford Park School	17 Dec 2024
45658027	Tim SPORER	01 Jan 1990	Timmy Smith	The Telford Park School	18 Dec 2024
5861176	Tim SPORER	01 Jan 1990	Timmy Smith	The Telford Park School	18 Dec 2024
5141513	Tim LIND	01 Jan 1990	Timmy Smith	The Telford Park School	20 Dec 2024
43520655	Tim LIND	01 Jan 1990	Timmy Smith	The Telford Park School	20 Dec 2024

Review supporting evidence

- Open your email and locate the supporting evidence associated with the reference number.
- Open the **Guidance** page to check the acceptable evidence criteria.
- Use the guidance to decide whether the application should be approved or declined.

The screenshot shows a web application interface for the Department for Education's 'Check a family's eligibility' service. The top navigation bar includes the Department for Education logo, the service name, and a 'Sign out' link. A 'beta' message at the top indicates it's a new service. The main content area displays the details of a family application. It starts with a heading 'James Smith' and two buttons: 'Approve application' (green) and 'Decline application' (grey). Below this, a section for 'Parent or guardian' lists the following information:

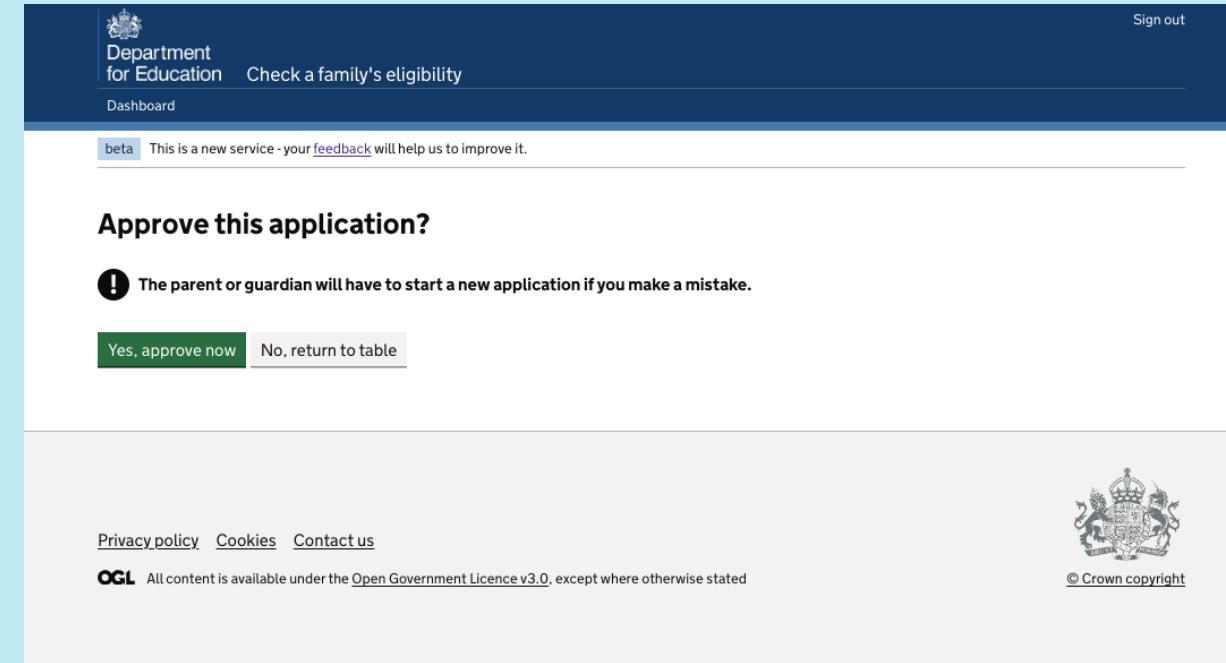
Name	James Smith
Date of birth	06 June 2000
National Insurance number	SC123456B
Email address	J.smith@test.co.uk

Below this is a section for 'Child details Reference :- 14929891':

Name	Jamie One
School	The Telford Park School
Date of birth	01 January 2015

Approve or decline the application

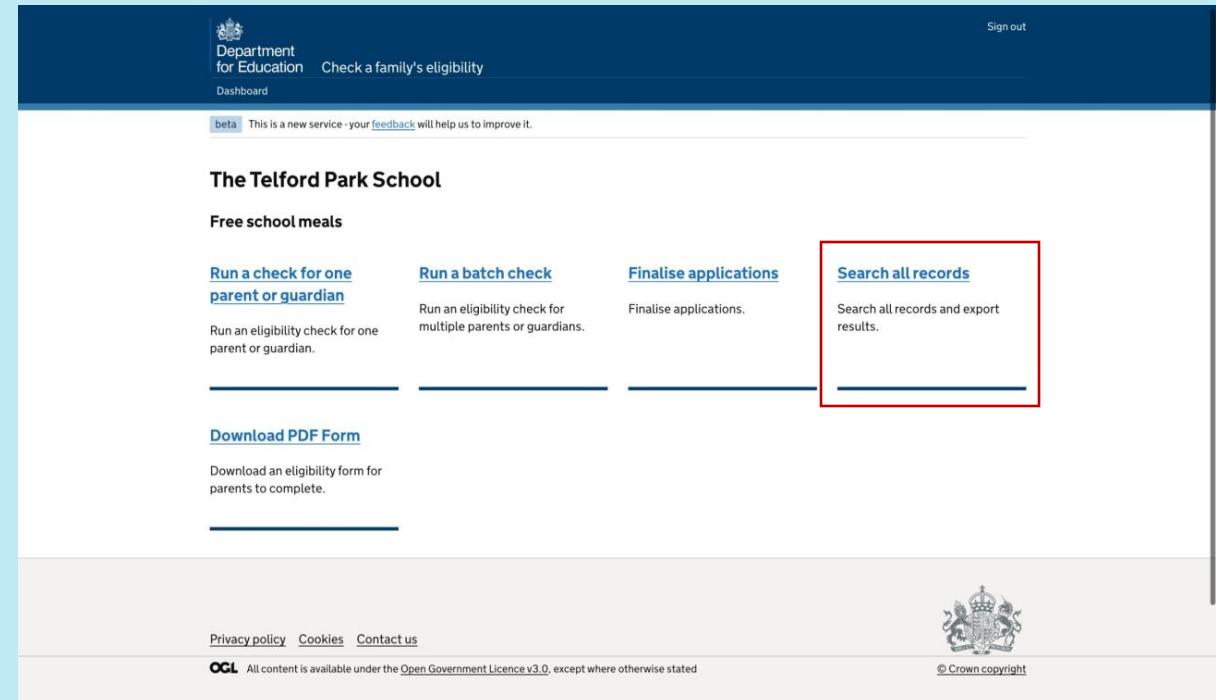
- Click **Approve or Decline**.
- A confirmation page will appear with the options:
 - **Yes, approve/decline now**
 - **No, return to table**
- If the application is **declined**, include a clear explanation of why it was declined.
- You will then inform the parent about the decision.



Search all records

Search all records' tab

Go to the 'search all records' tab to search for all records within your school.



The screenshot shows the Department for Education website for 'Check a family's eligibility'. The top navigation bar includes the Department for Education logo, a 'Check a family's eligibility' link, and a 'Sign out' link. Below the navigation is a 'Dashboard' section with a 'beta' message: 'This is a new service - your [feedback](#) will help us to improve it.' The main content area is titled 'The Telford Park School' and features a 'Free school meals' section. It includes four buttons: 'Run a check for one parent or guardian', 'Run a batch check', 'Finalise applications', and 'Search all records'. The 'Search all records' button is highlighted with a red box. Below these buttons is a 'Download PDF Form' section. At the bottom of the page are links for 'Privacy policy', 'Cookies', 'Contact us', and a note about 'OGL' and 'Open Government Licence v3.0'. The page is marked with '© Crown copyright' and the Royal Coat of Arms.

Search with filters

All the applications added to the service for your school will be shown in this list.

Use the filter panel to narrow down your search. You can filter by one or more of these fields:

Search by keyword.

- Child's last name
- Child's date of birth
- Reference number linked to the record (parents often have this)
- Application status (e.g., Entitled or Not Entitled)

Date ranges

Status

You can combine selections to make the search more specific for example you might select **last 3 months AND status Entitled**.

The screenshot shows a web interface for the Department for Education's service. At the top, there's a navigation bar with the 'Department for Education' logo, a 'Check a family's eligibility' link, and a 'Sign out' button. Below the navigation is a 'Dashboard' link. A 'beta' message at the top left indicates this is a new service. A 'Feedback' link is also present. A 'Back' link is at the top center. The main content area is titled 'Search all records' and shows 'Showing 142 results'. On the left, a 'Filter' panel is open, containing sections for 'Selected filters', 'Status' (with 'Sent for Review' and 'Reviewed Entitled' checked), 'Keywords' (an empty input field), 'Submission date range' (radio buttons for 'Current month to date', 'Last 3 months', 'Last 6 months', and 'Last 12 months' - 'Last 12 months' is selected), and 'Status' (checkboxes for 'Entitled', 'Evidence Needed', 'Receiving Entitlement', 'Sent for Review' (checked), 'Reviewed Entitled' (checked), and 'Reviewed Not Entitled'). An 'Apply filters' button is at the bottom of the filter panel. To the right of the filter panel is a table of 142 results, with columns for 'Reference', 'Child name', 'Child DOB', 'Date submitted', and 'Status'. The first few rows are: 26490487 (Maria Philip, 8 Jan 2016, 17 Nov 2024, Reviewed Entitled); 14929891 (Jamie One, 1 Jan 2015, 12 Dec 2024, Sent for Review); 96247096 (Susie Two, 1 Jan 2018, 12 Dec 2024, Sent for Review); 57790217 (Tom Three, 1 Jan 2010, 12 Dec 2024, Sent for Review); 43827911 (Timmy Smith, 1 Jan 2007, 12 Dec 2024, Sent for Review); 52397408 (Timmy Smith, 1 Jan 2007, 16 Dec 2024, Sent for Review); 9228198 (Timmy Smith, 1 Jan 2007, 16 Dec 2024, Sent for Review); 63061231 (Timmy Smith, 1 Jan 2007, 16 Dec 2024, Sent for Review); 34745783 (Timmy Smith, 1 Jan 2007, 17 Dec 2024, Sent for Review); and 5861176 (Timmy Smith, 1 Jan 2007, 18 Dec 2024, Sent for Review). At the bottom of the table are navigation links for page 1, 2, ..., 15, and 'Next'. Below the table, a message says 'Showing 1 to 10 of 142 records'. At the very bottom of the page are links for 'Privacy policy', 'Cookies', and 'Contact us', and a '© Crown copyright' notice with the Royal Coat of Arms.

Improved feature

Status and their meanings

You will see the following status throughout the service.

- **Entitled:** The application is eligible but waiting for you to add it to your records.
- **Evidence needed:** The application needs supporting evidence to be attached or shared with you
- **Receiving Entitlement:** The entitlement has been added to your records/internal management information system.
- **Sent for review:** The application is currently waiting for you to review the application and evidence.
- **Reviewed Entitled:** You have reviewed the application and deemed it eligible.
- **Reviewed Not Entitled:** You have reviewed the application but found it ineligible.

For further information about the record, click the reference link.

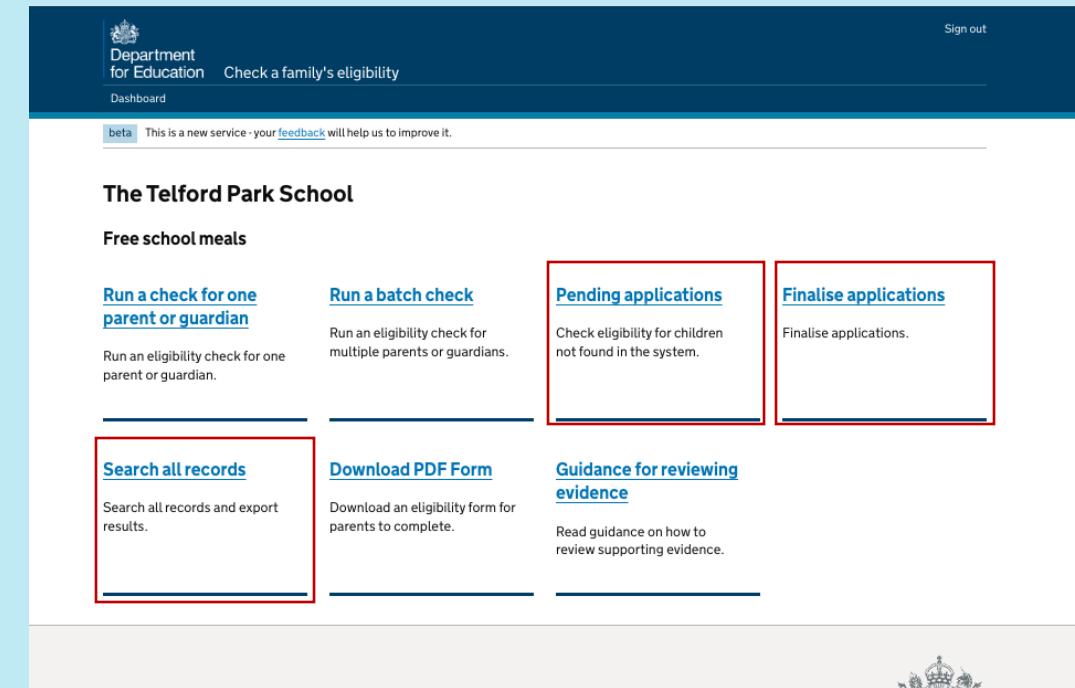
Reference	Child name	Child DOB	Date Submitted	Status
11401175	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025
74447098	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025
57353814	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025
03796596	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025
20270649	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025
89665934	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025
57193558	Timmy Smith	1 Jan 2007	The Telford Park School	2 Dec 2025
57919087	Timmy Smith	1 Jan 2007	The Telford Park School	2 Dec 2025
79404756	Timmy Smith	1 Jan 2007	The Telford Park School	2 Dec 2025

Archive record

New feature

Archiving a record

- You can archive a single record from either 'Pending applications', 'Finalise applications' or 'Search all records'



New feature

Choose the record you'd like to archive

- Select the reference number for the individual you'd like to archive.
- When in the record, click the 'Archive record' button

The image shows two screenshots of the Department for Education website. The top screenshot is the 'Search all records' page, which displays a table of 561 results. The table columns are: Reference, Child name, Child DOB, Date Submitted, and Status. One row in the table is highlighted with a red box, showing the reference number 28291272 for a child named Tom Jones. The bottom screenshot is a child record detail page for 'Timothy Smith'. It shows the child's details: Name (Timothy Smith), Date of birth (1 January 1990), National Insurance number (NN668767B), and Email address (TimJones@Example.com). It also shows the child's details: Name (Tom Jones), Date of birth (1 January 2007), and Status of application (Receiving Entitlement). A red box highlights the 'Archive record' button on the right side of the child record detail page.

beta This is a new service - your [feedback](#) will help us to improve it.

Dashboard

Search all records

Filter

Selected filters [Clear filters](#)

Apply filters

Keywords

Submission date range

Current month to date

Last 3 months

Last 6 months

Last 12 months

Status

Entitled

Evidence Needed

Receiving Entitlement

Sent for Review

Reviewed Entitled

Showing 561 results

Export as CSV

Reference	Child name	Child DOB	Date Submitted	Status
62273124	Timmy Smith	1 Jan 2007	The Telford Park School	21 Oct 2024
28291272	Tom Jones	1 Jan 2007	The Telford Park School	21 Oct 2024
20456636	Timmy Smith	1 Jan 2007	The Telford Park School	22 Oct 2024
87518992	Tom Jones	1 Jan 2007	The Telford Park School	22 Oct 2024

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Dashboard

Timothy Smith

Archive record

Parent or guardian

Name: Timothy Smith

Date of birth: 1 January 1990

National Insurance number: NN668767B

Email address: TimJones@Example.com

Child details Reference: 28291272

Name: Tom Jones

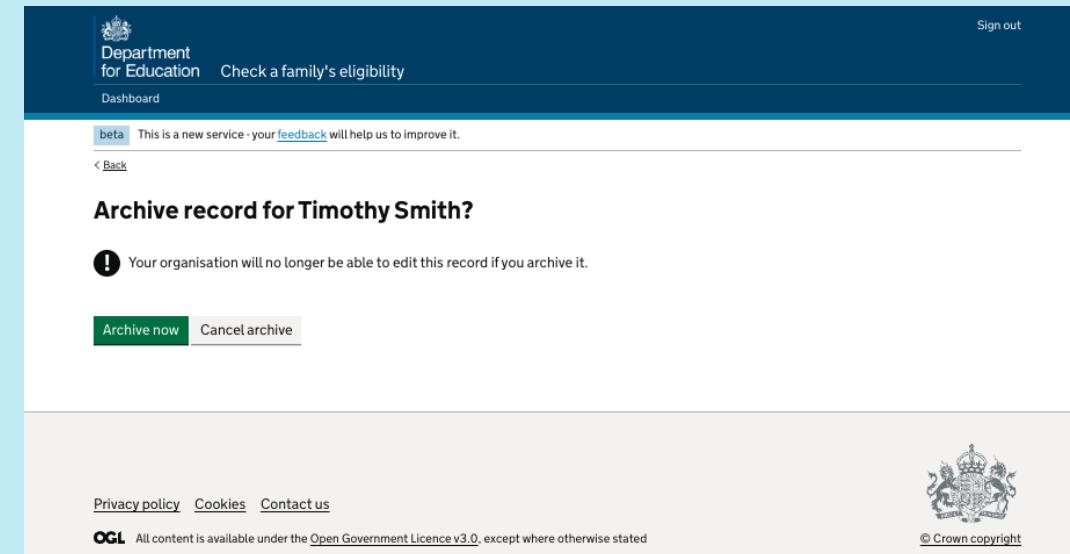
Date of birth: 1 January 2007

Status of application: Receiving Entitlement

New feature

Confirm you'd like to archive a record

When you shown this question, you can 'Archive now' if you're sure, or 'Cancel archive' if you've made a mistake.



The screenshot shows a web page from the Department for Education. The header includes the Royal Coat of Arms, the text 'Department for Education', 'Check a family's eligibility', and 'Sign out'. Below the header, a 'beta' message states 'This is a new service - your [feedback](#) will help us to improve it.' A 'Back' link is also present. The main content is a confirmation dialog titled 'Archive record for Timothy Smith?'. It contains a warning icon and the text 'Your organisation will no longer be able to edit this record if you archive it.' At the bottom are two buttons: 'Archive now' (highlighted in green) and 'Cancel archive'.

beta This is a new service - your [feedback](#) will help us to improve it.

Back

Archive record for Timothy Smith?

! Your organisation will no longer be able to edit this record if you archive it.

[Archive now](#) [Cancel archive](#)

[Privacy policy](#) [Cookies](#) [Contact us](#)

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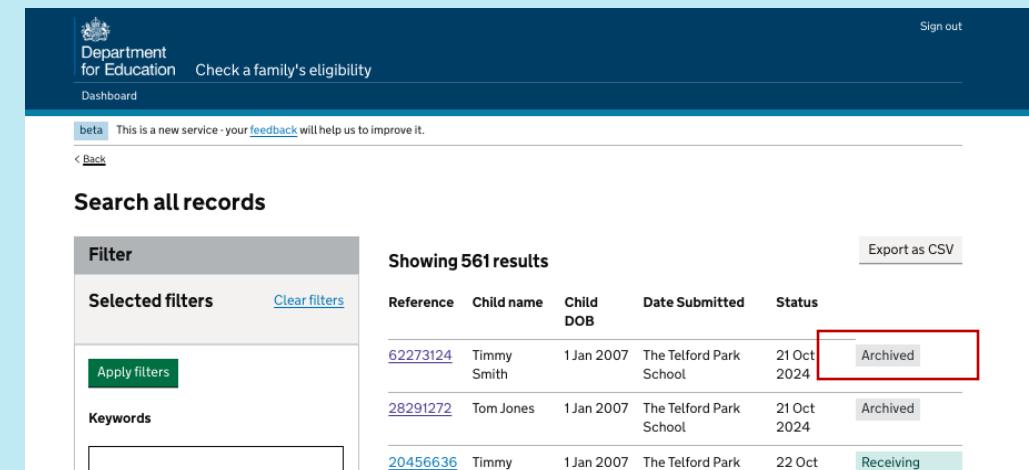
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Restore record

New feature

Restoring an archived record

- You can see your 'Archived' records in the status of the search all records
- Clicking into the record using the reference number
- You can then 'Restore' the record if you've made a mistake or they're returned to your school



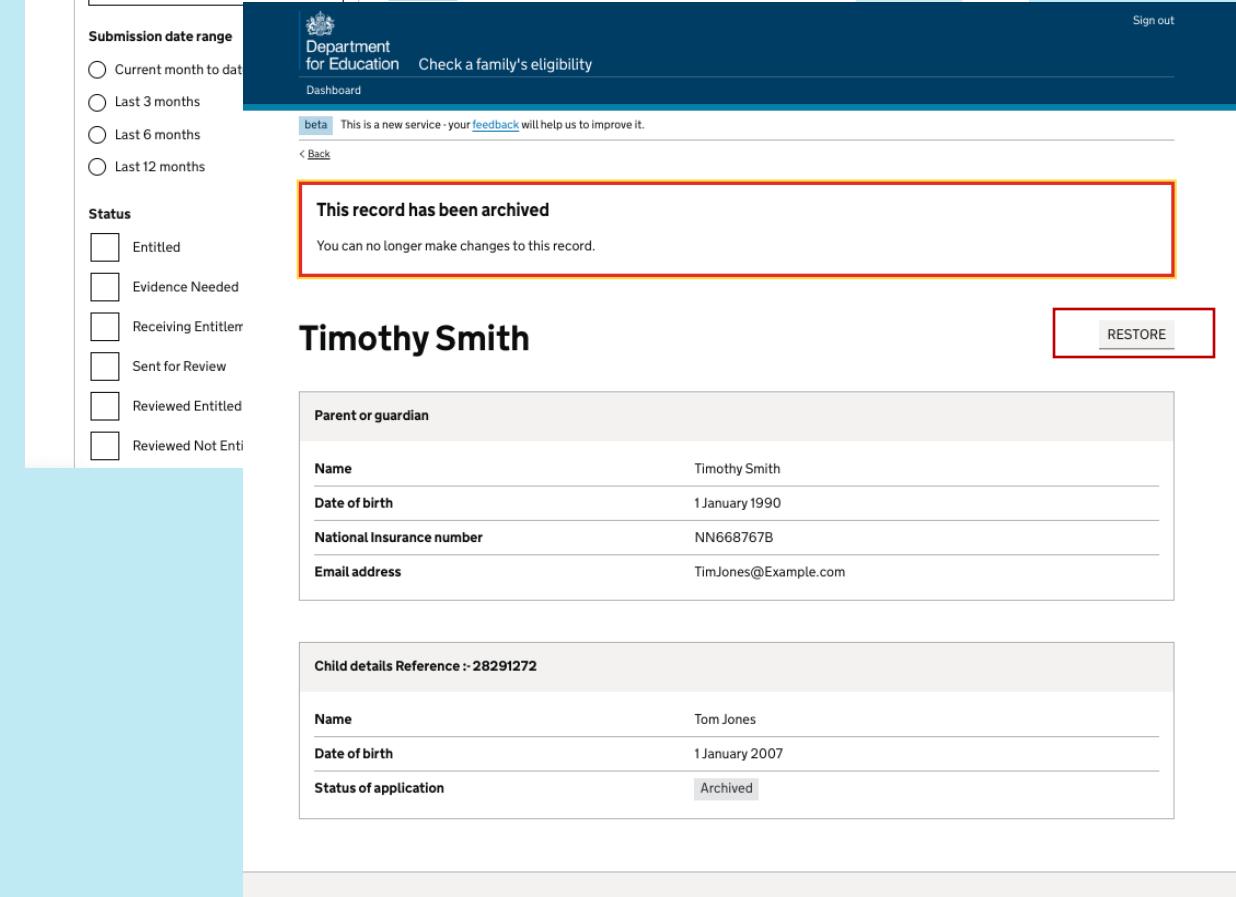
beta This is a new service - your [feedback](#) will help us to improve it.

Dashboard < Back

Search all records

Showing 561 results [Export as CSV](#)

Reference	Child name	Child DOB	Date Submitted	Status
62273124	Timmy Smith	1 Jan 2007	The Telford Park School	21 Oct 2024 Archived
28291272	Tom Jones	1 Jan 2007	The Telford Park School	21 Oct 2024 Archived
20456636	Timmy	1 Jan 2007	The Telford Park	22 Oct Receiving



beta This is a new service - your [feedback](#) will help us to improve it.

Dashboard < Back

Timothy Smith

[RESTORE](#)

This record has been archived
You can no longer make changes to this record.

Parent or guardian

Name	Timothy Smith
Date of birth	1 January 1990
National Insurance number	NN668767B
Email address	TimJones@Example.com

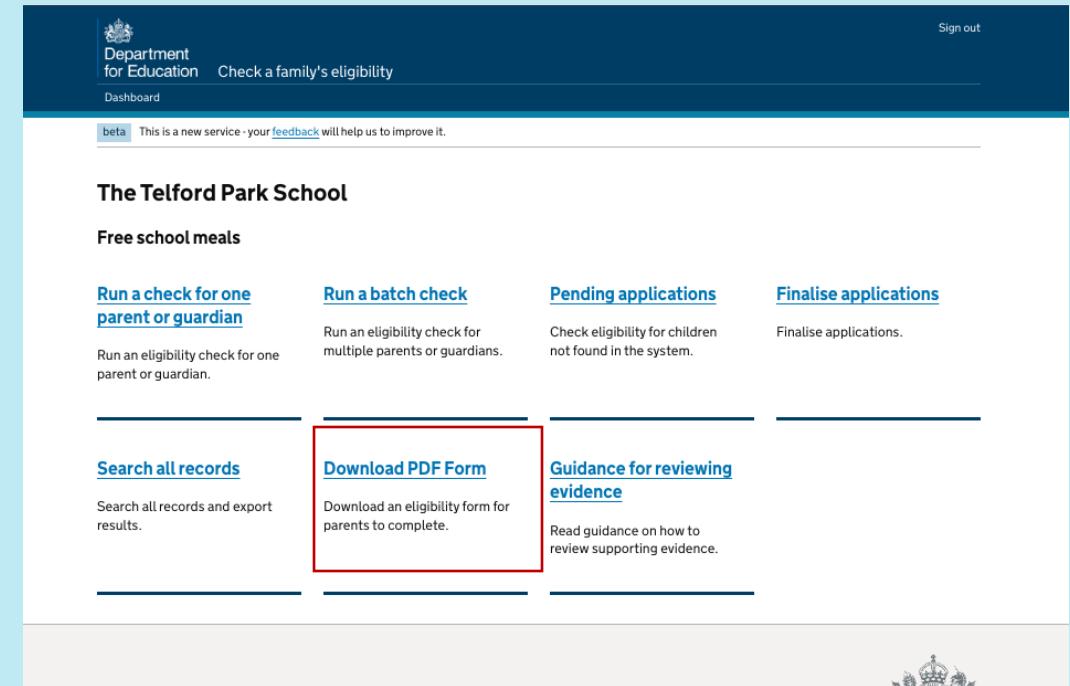
Child details Reference :- 28291272

Name	Tom Jones
Date of birth	1 January 2007
Status of application	Archived

Download a PDF form

Download a PDF form

Go to the 'Download PDF form'



The screenshot shows a web interface for the Department for Education's service to check family eligibility. The top navigation bar includes the Department for Education logo, a 'Check a family's eligibility' link, and a 'Sign out' option. A 'beta' message at the top indicates it's a new service. The main content area is titled 'The Telford Park School' and 'Free school meals'. It features several buttons: 'Run a check for one parent or guardian', 'Run a batch check', 'Pending applications', and 'Finalise applications'. Below these are 'Search all records', 'Download PDF Form' (which is highlighted with a red box), and 'Guidance for reviewing evidence'. A small Royal Coat of Arms is in the bottom right corner.

beta This is a new service - your [feedback](#) will help us to improve it.

The Telford Park School

Free school meals

[Run a check for one parent or guardian](#)

Run an eligibility check for one parent or guardian.

[Run a batch check](#)

Run an eligibility check for multiple parents or guardians.

[Pending applications](#)

Check eligibility for children not found in the system.

[Finalise applications](#)

[Search all records](#)

Search all records and export results.

[Download PDF Form](#)

Download an eligibility form for parents to complete.

[Guidance for reviewing evidence](#)

Read guidance on how to review supporting evidence.

Download a PDF form

Select the link that says Free School Meals claim form. This will open up a PDF that you can print out for parents to complete.

beta This is a new service - your [feedback](#) will help us to improve it.

Check a family's eligibility

Dashboard

Download a Free school meal form

Download this form for the parents to complete if you do not have their details before checking free school meal entitlement online.

Free School Meals claim form

Ref: FSM2024

PDF, 430 KB, 4 pages

This file may not be suitable for users of assistive technology.

What to do

! You will need to complete a separate form for each school.

You have access to a printer

1. Download, print off and fill in the 'Free school meals claim form'.
2. Give to the parent to fill in with their details along with any evidence they have that they are entitled.
3. As a school administrator you can [run a check for one parent or guardian](#) to check their eligibility.

You do not have access to a printer

1. Ask your LA to download the 'Free school meals claim form' and post it to the parent.
2. Ask the parent to complete the paper form and return it to the school.
3. Run the check as normal.

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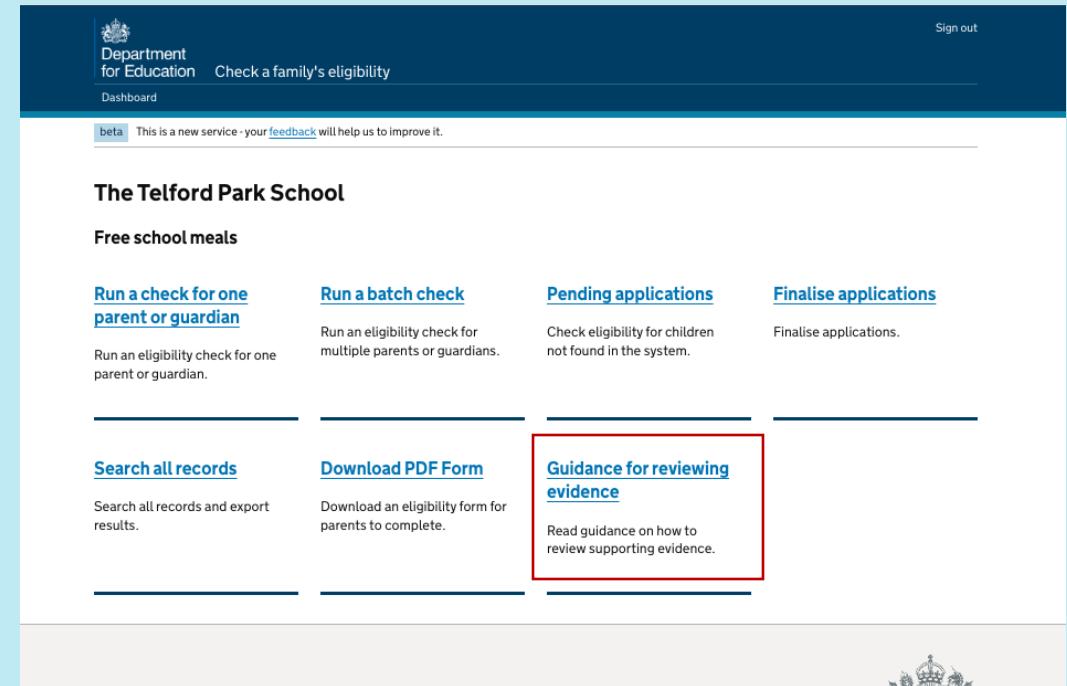
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Guidance for reviewing evidence

Guidance for reviewing evidence

Go to the 'Guidance for reviewing evidence' and you can read the eligibility statements for different benefits.



The Telford Park School

Free school meals

[Run a check for one parent or guardian](#)

Run an eligibility check for one parent or guardian.

[Run a batch check](#)

Run an eligibility check for multiple parents or guardians.

[Pending applications](#)

Check eligibility for children not found in the system.

[Finalise applications](#)

Finalise applications.

[Search all records](#)

Search all records and export results.

[Download PDF Form](#)

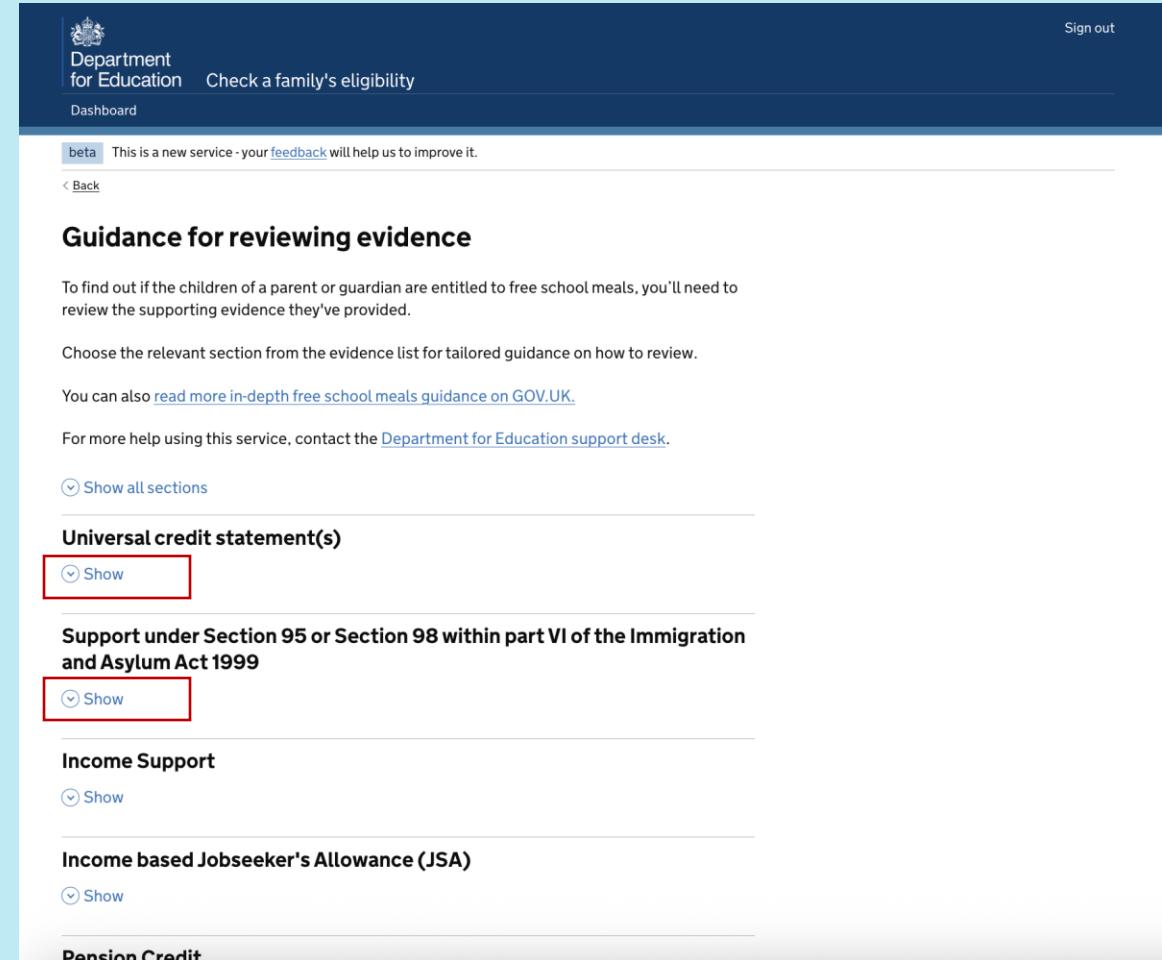
Download an eligibility form for parents to complete.

[Guidance for reviewing evidence](#)

Read guidance on how to review supporting evidence.

Guidance for reviewing evidence

Use the 'Show' link to view more information about the criteria for that benefit.



Department for Education Check a family's eligibility

Dashboard

beta This is a new service - your [feedback](#) will help us to improve it.

Back

Guidance for reviewing evidence

To find out if the children of a parent or guardian are entitled to free school meals, you'll need to review the supporting evidence they've provided.

Choose the relevant section from the evidence list for tailored guidance on how to review.

You can also [read more in-depth free school meals guidance on GOV.UK](#).

For more help using this service, contact the [Department for Education support desk](#).

[>Show all sections](#)

Universal credit statement(s)

[Show](#)

Support under Section 95 or Section 98 within part VI of the Immigration and Asylum Act 1999

[Show](#)

Income Support

[Show](#)

Income based Jobseeker's Allowance (JSA)

[Show](#)

Pension Credit

