

# Free School Meal Service

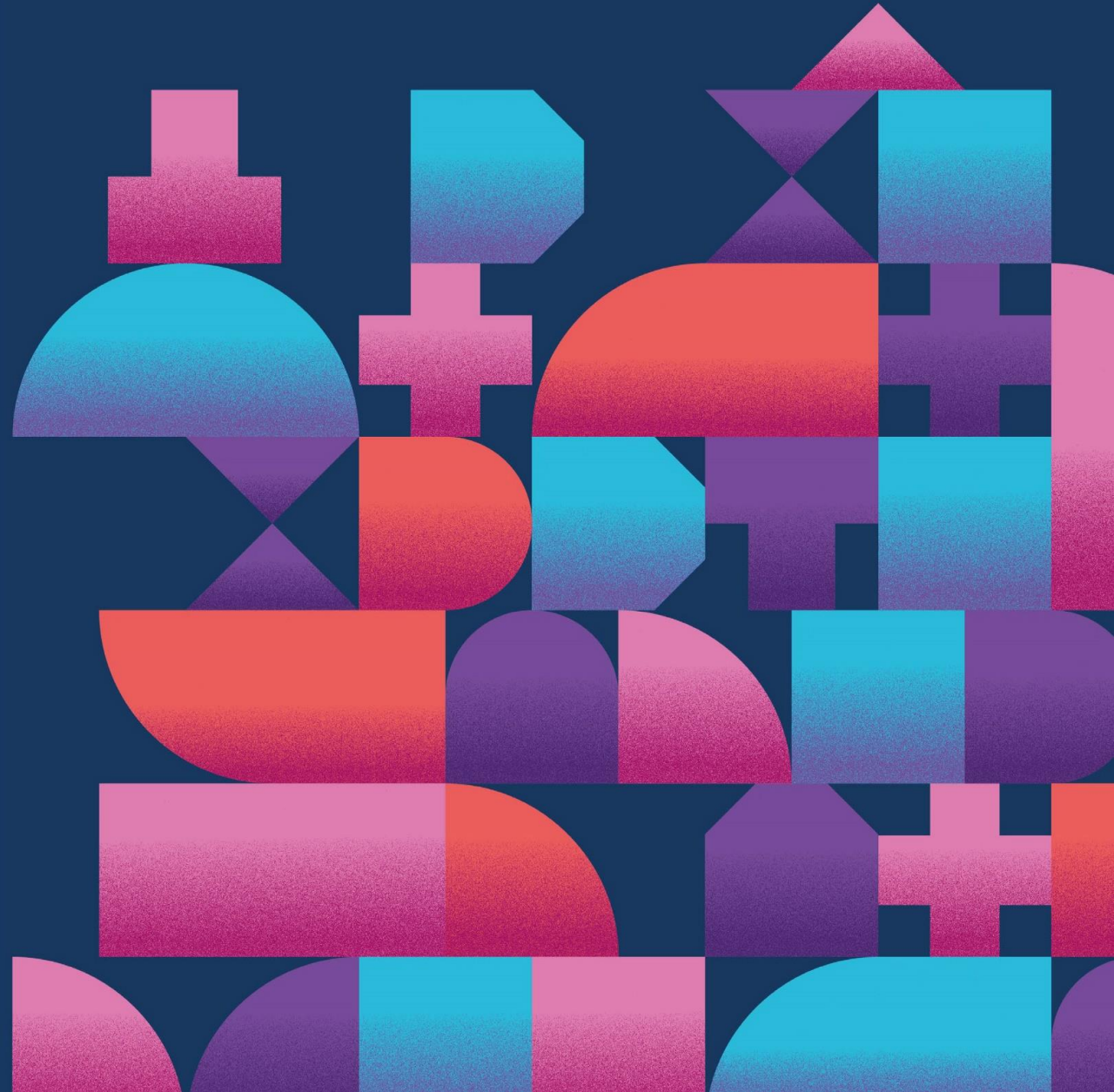
School portal for Hertfordshire walkthrough

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To reactivate a record that has been archived.

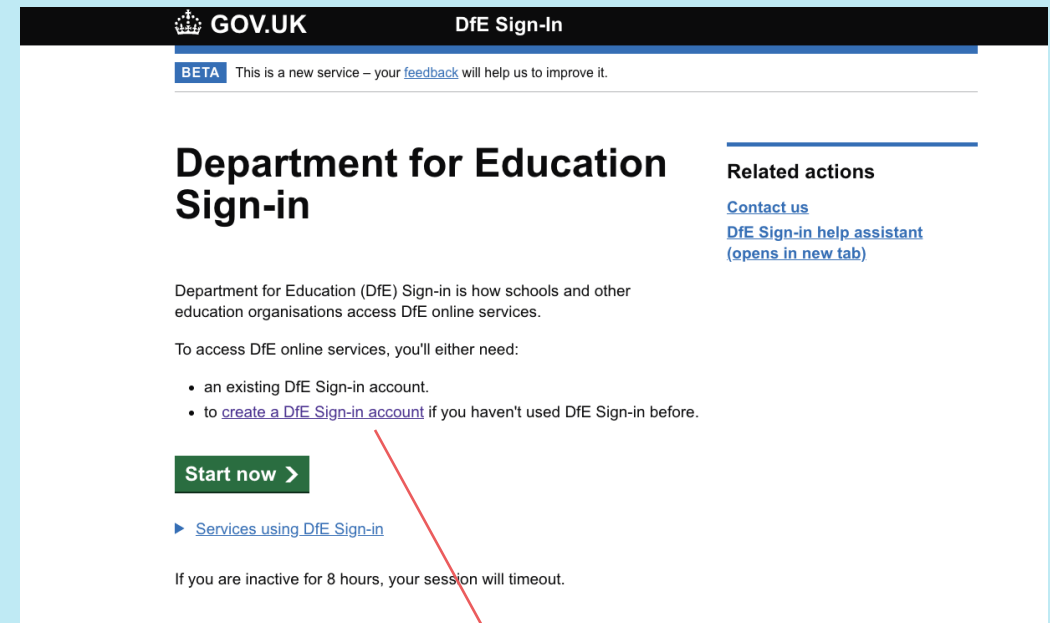
**Why:** To give you the functionality to better manage the children who are active in your school list for free school meal checks

# 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



The screenshot shows the 'Department for Education Sign-in' page. At the top, there's a black header with the 'GOV.UK' logo and 'DfE Sign-In' text. Below the header, a blue banner indicates it's a 'BETA' service. The main heading is 'Department for Education Sign-in'. To the right, under 'Related actions', there are links for 'Contact us', 'DfE Sign-in help assistant', and a note '(opens in new tab)'. The main content explains that DfE Sign-in is for schools and other education organisations. It lists requirements for access: an existing account or creating a new one. A green 'Start now >' button is prominent. Below it, a link 'Services using DfE Sign-in' is shown. At the bottom, a note states that the session will timeout after 8 hours of inactivity. A red arrow points from the 'Start now >' button to the 'Create a DfE Sign-in account' page below.

GOV.UK DfE Sign-In

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.

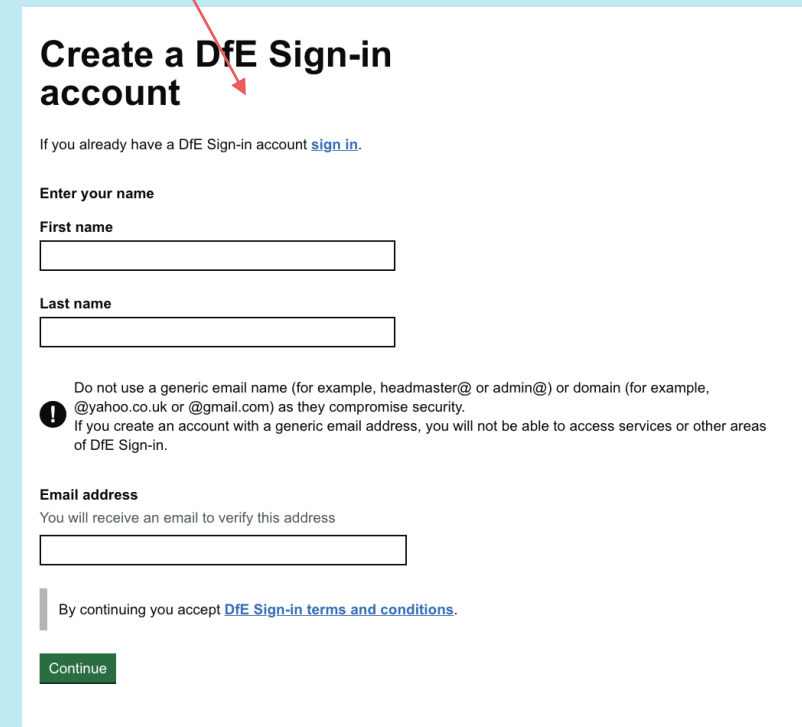
To access DfE online services, you'll either need:

- 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.



The screenshot shows the 'Create a DfE Sign-in account' page. It starts with a heading 'Create a DfE Sign-in account'. Below it, a note says 'If you already have a DfE Sign-in account [sign in](#).' The form has two sections: 'Enter your name' and 'Email address'. The 'Enter your name' section has input fields for 'First name' and 'Last name'. The 'Email address' section has a single input field. Below the email field, there's a warning icon and text: '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.' At the bottom, there's a checkbox for 'By continuing you accept [DfE Sign-in terms and conditions](#).' and a green 'Continue' button. A red arrow points from the 'Start now >' button in the previous screenshot to the 'Create a DfE Sign-in account' heading.

## 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 wilthin 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.

1. Verify your account

Verify your email address

COMPLETED

Set password for account

COMPLETED

2. Connect to an organisation

[Request access to an organisation](#)

Next Action

Await approval from organisation

3. 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.

Telford Park School

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

The screenshot shows the 'DfE Sign-in' landing page on the GOV.UK website. At the top, there's a 'GOV.UK' logo and a 'DfE Sign-in' header. A 'BETA' badge indicates it's a new service. The main heading is 'Access the DfE Sign-in service'. Below this, it says 'Log into your account' and 'Enter your email address to sign in.' with an input field. A green 'Next' button is below the field. A note states 'By signing in, you accept DfE Sign-in terms and conditions.' There's a section for 'New users of DfE Sign-in' with a 'Create an account' button and a link to 'Services using DfE Sign-in'. A footer note says 'If you are inactive for 8 hours, your session will timeout.' The bottom of the page features a footer with links for 'Cookies', 'Terms and conditions', 'Privacy Notice', 'Accessibility statement', and 'Contact us', along with the OGL logo and the Royal Coat of Arms.


The screenshot shows the 'Enter your password' page of the DfE Sign-in service. It has the same header as the landing page. The main heading is 'Enter your password'. Below this, it says 'Enter your password to sign into DfE Sign-in.' There are two input fields: 'Email address' (pre-filled with 'Adam@test.com' and a 'Change' link) and 'Password' (with a 'Show' button). A link for 'Forgotten your password?' is below the password field. A note states 'By signing in you accept DfE Sign-in terms and conditions.' A green 'Sign in' button is at the bottom. A footer note says 'If you are inactive for 8 hours, your session will timeout.' The bottom of the page features a footer with links for 'Cookies', 'Terms and conditions', 'Privacy Notice', 'Accessibility statement', and 'Contact us', along with the OGL logo and the Royal Coat of Arms.



# 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'

 **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
<a href="#">Check a Family's Eligibility</a>	This service is for Schools and LAs to check and administer free school meal (FSM) eligibility.	▶ <a href="#">Show organisations</a>
<a href="#">DfE Sign-in manage</a>	DfE Sign-in Manage	▶ <a href="#">Show organisations</a>

[Cookies](#) [Terms and conditions](#) [Privacy Notice](#) [Accessibility statement](#) [Contact us](#)



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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>

The screenshot shows the 'DfE Sign-In' header with navigation links: Services, Organisations, Manage users, Requests, Profile, Help, and Sign out. A 'Beta' banner states: 'This is a new service – your feedback will help us to improve it.' Below is a '< Back' link and the title 'Select your Organisation'. A message reads: 'You are associated with more than 1 organisation. Select the organisation associated with the service you would like to access.' Under 'Your Organisations', there are four radio button options: 'Department for Education (Open)', 'DSI TEST Multi-Academy Trust (010) (Open)' (with UKPRN: 00000046, UPIN: 100004, Legal Name: DSI TEST MAT), 'Telford and Wrekin Council (Open)' (with UKPRN: 10006547, UPIN: 112238, Legal Name: BOROUGH OF TELFORD AND WREKIN, Tan Bank, Wellington, Telford, TF1 1LX), and 'The Telford Park School (Open)' (with URN: 150716, UKPRN: 10094915, UPIN: 165340, Legal Name: THE TELFORD PARK SCHOOL, District Centre, Telford, Shropshire, TF3 1FA). At the bottom are 'Continue' and 'Cancel' buttons.

The screenshot shows the 'DfE Sign-In' header with the same navigation links. The 'Beta' banner is present. Below the header is an 'Important' notification box: '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.' To the right is a 'Related actions' section with a link 'Help with requesting services'. The main section is 'Select a service' with a table:

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 RBA 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.

# 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

This screenshot shows the 'Select a sub-service for: Check a Family's Eligibility' page. The header includes the GOV.UK logo and 'DfE Sign-In' with navigation links for Services, Organisations, Manage users, Requests, Profile, Help, and Sign out. A beta notice is present. The main heading is 'Select a sub-service for: Check a Family's Eligibility', followed by instructions to select a role. Under the 'Select Sub-service' section, 'FSM - School Role' is selected with a checkmark. 'Continue' and 'Cancel' buttons are at the bottom. The footer contains links for Cookies, Terms and conditions, Privacy Notice, Accessibility statement, and Contact us, along with the OGL license and Crown copyright notice.

This screenshot shows the 'Review new service' page. The header is identical to the previous page. The main heading is 'Review new service', followed by instructions to review details before confirming. The 'Review summary' section displays a table with the following information:


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

'Add service' and 'Cancel' buttons are at the bottom. The footer is identical to the previous page.

# 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

GOV.UK

DfE Sign-In

[Services](#) [Organisations](#) [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.

### 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
<a href="#">Check a Family's Eligibility</a>	This service is for Schools and LAs to check and administer free school meal (FSM) eligibility.	<a href="#">Show organisations</a>

Department for Education

Check a family's eligibility

Dashboard

Sign out

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.

[Finalise applications](#)

Finalise applications.


[Search all records](#)

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.

Department  
for Education

Check a family's eligibility

Sign out

Dashboard

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](#)

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Download an eligibility form for parents to complete.


[Privacy policy](#)

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# 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

Department for Education

Check a family's eligibility

Dashboard

Sign out

beta

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

[< Back](#)

### 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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Department for Education

Check a family's eligibility

Dashboard

Sign out

beta

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

[< Back](#)

There is a problem: You must get consent

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

### There is a problem: 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

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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# 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 interface for the Department for Education. At the top, there is a dark blue header with the Department for Education logo and the text 'Check a family's eligibility' and 'Dashboard'. Below the header, a light blue banner contains a 'beta' label and a message: 'This is a new service - your [feedback](#) will help us to improve it.' A '< Back' link is visible. The main section is titled 'Run a check for one parent or guardian' and includes the instruction 'Enter the details of the parent or guardian who applied for free school meals.' The form is divided into sections: 'Name and email address' with input fields for 'First name', 'Last name', and 'Email address'; 'Date of birth' with a hint 'For example, 31 3 1980' and three input boxes for 'Day', 'Month', and 'Year'; and 'National Insurance number or asylum support reference number' with a selection instruction 'Select one option.' and two radio button options: 'National Insurance number' and 'Asylum support reference number'. A green 'Perform check' button is at the bottom of the form.

Department for Education Check a family's eligibility Dashboard

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.

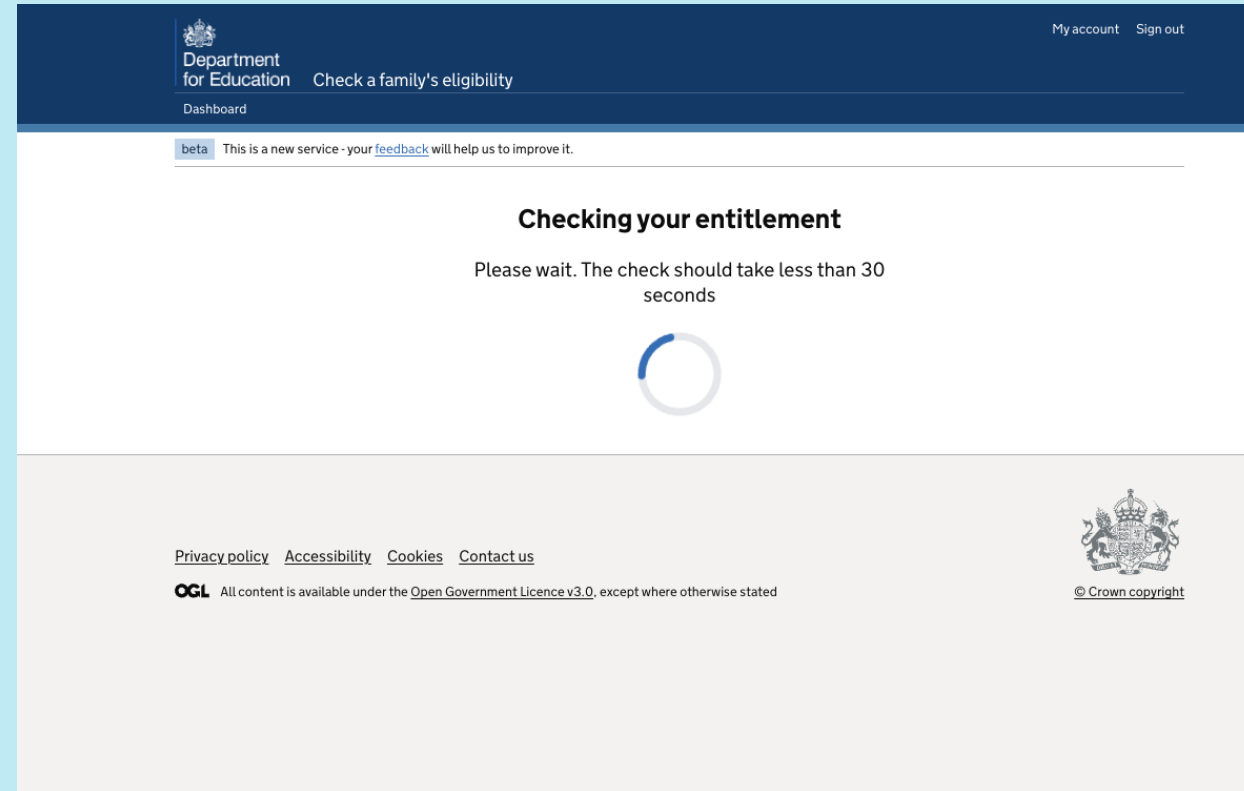
☐ National Insurance number

☐ Asylum support reference number

Perform check

# Wait for the check to complete

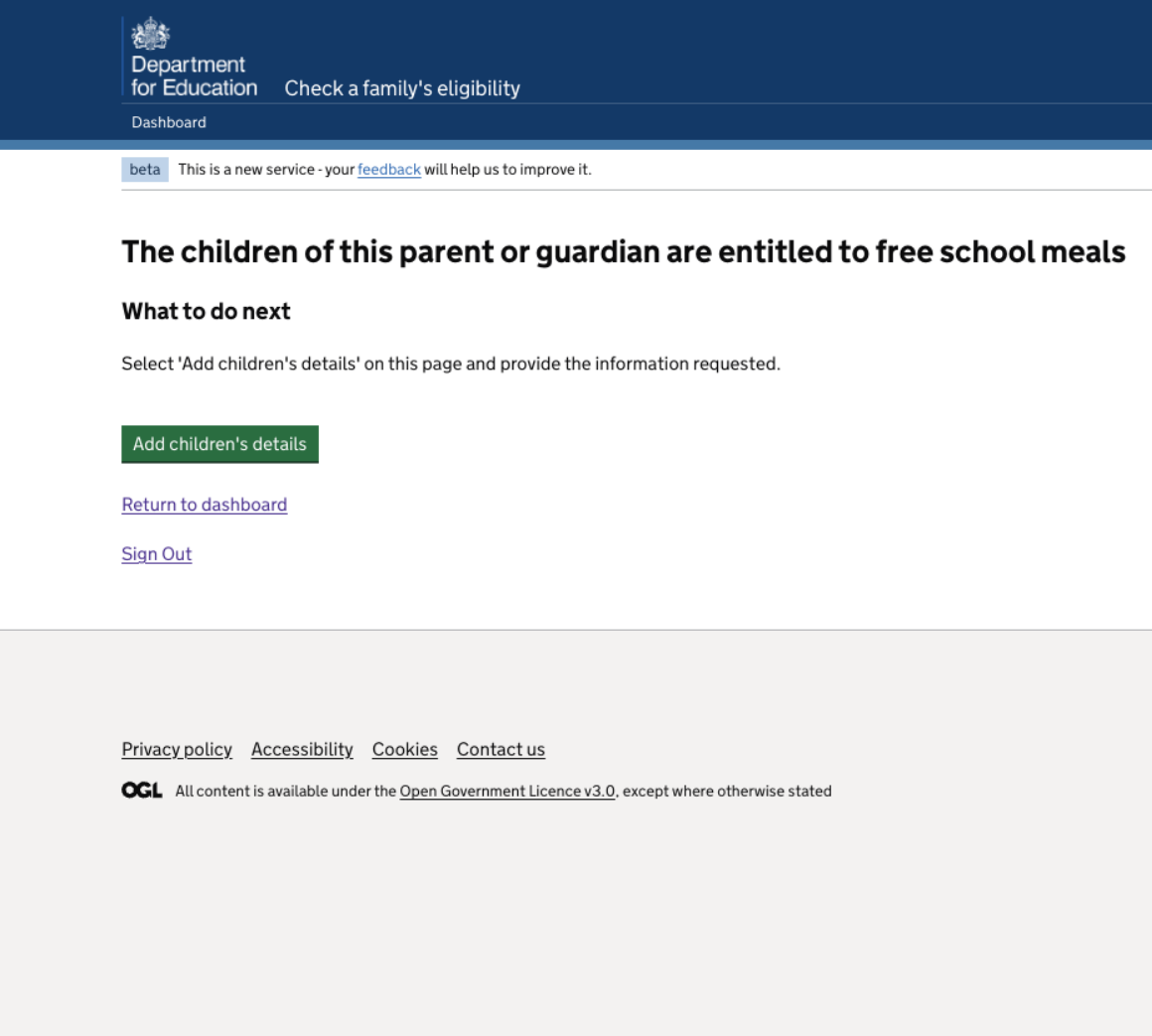
You'll see a loading page saying **Checking your entitlement.**



# Review the result

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

Click **Add children's details**.



The screenshot displays the 'Check a family's eligibility' dashboard from the Department for Education. The header includes the department's name and the service title. A 'beta' notice indicates that feedback will help improve the service. The main content area features a large green confirmation message: 'The children of this parent or guardian are entitled to free school meals'. Below this, a section titled 'What to do next' instructs the user to select 'Add children's details' on the page. A prominent green button labeled 'Add children's details' is provided for this action. Links for 'Return to dashboard' and 'Sign Out' are also visible. The footer contains links for 'Privacy policy', 'Accessibility', 'Cookies', and 'Contact us', along with an 'OGL' (Open Government Licence) statement.

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**.

 Department for Education [Check a family's eligibility](#)  
Dashboard

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**.



Department  
for Education

Check a family's eligibility

Dashboard

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.



Department  
for Education

[Check a family's eligibility](#)

My account   Sign out

Dashboard

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.

 Department for Education [Check a family's eligibility](#)

Dashboard

My account [Sign out](#)

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

[< Back](#)

## 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


	Reference	Parent / Guardian	Child	Child date of birth	Status	Submission date
<input type="checkbox"/>	<a href="#">87518992</a>	Timothy Smith	Tom Jones	01 Jan 2007	Entitled	22 Oct 2024
<input type="checkbox"/>	<a href="#">95890823</a>	James Smith	Tom Smith	31 Jan 2020	Entitled	12 Nov 2024
<input type="checkbox"/>	<a href="#">68383670</a>	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
<input type="checkbox"/>	<a href="#">6746466</a>	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/>	<a href="#">29537497</a>	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/>	<a href="#">41013875</a>	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**.



Department  
for Education

Check a family's eligibility

My accountSign out

Dashboard

beta

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

[< Back](#)

### 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

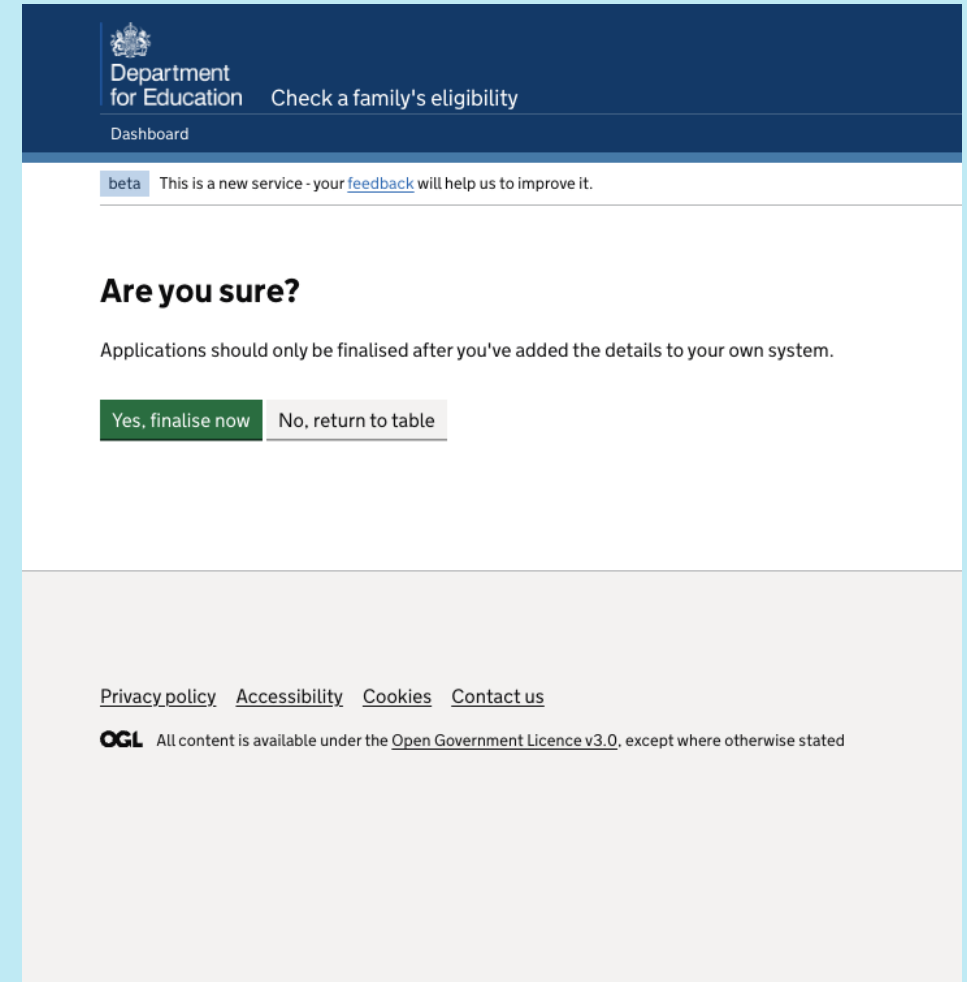
Download all files

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

1

# 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 interface for the Department for Education. The header is dark blue with the department's crest and name, and a link to 'Check a family's eligibility'. 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.' The main content area is white and features a heading 'Are you sure?' followed by the text 'Applications should only be finalised after you've added the details to your own system.' At the bottom of this section are two buttons: 'Yes, finalise now' (green) and 'No, return to table' (grey). The footer is light grey and contains links for 'Privacy policy', 'Accessibility', 'Cookies', and 'Contact us', along with the Open Government Licence (OGL) statement.

Department for Education Check a family's eligibility

Dashboard

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](#)

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# 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.



Department  
for Education

Check a family's eligibility

My accountSign out

Dashboard

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

1

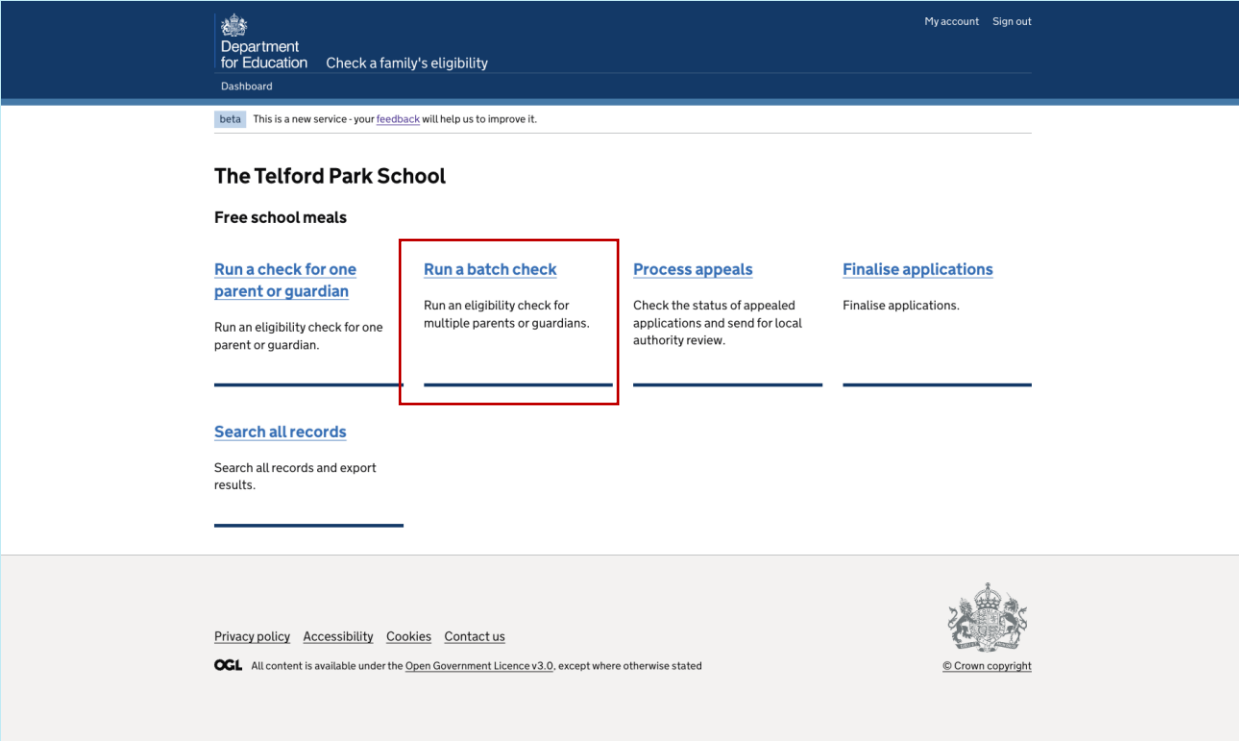
[Privacy policy](#) [Accessibility](#) [Cookies](#) [Contact us](#)

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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.



# Download the batch check template

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

 Department for Education Check a family's eligibility

Dashboard

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

[< Back](#)

## 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 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:

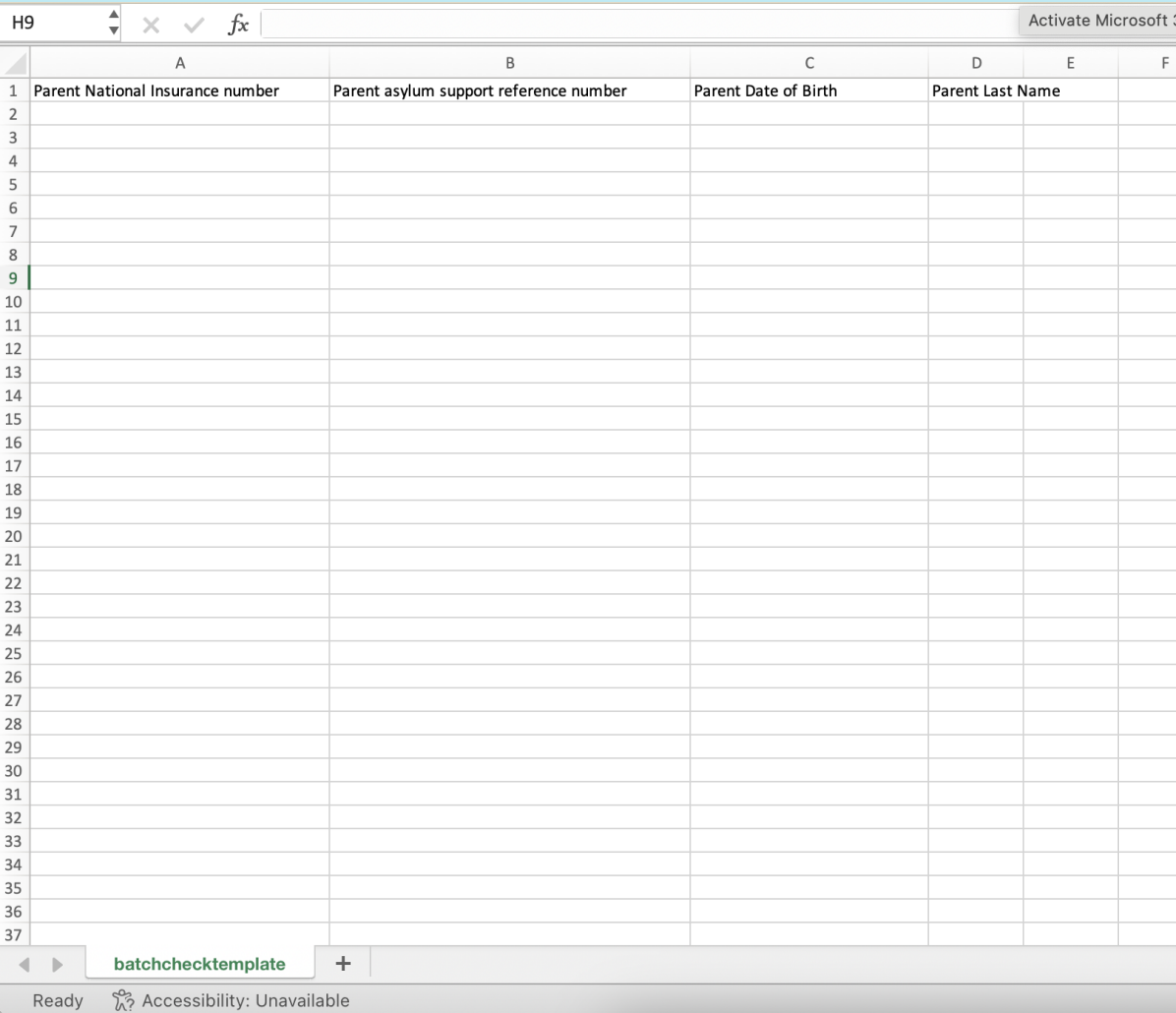
- Parent's National Insurance number

**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**.

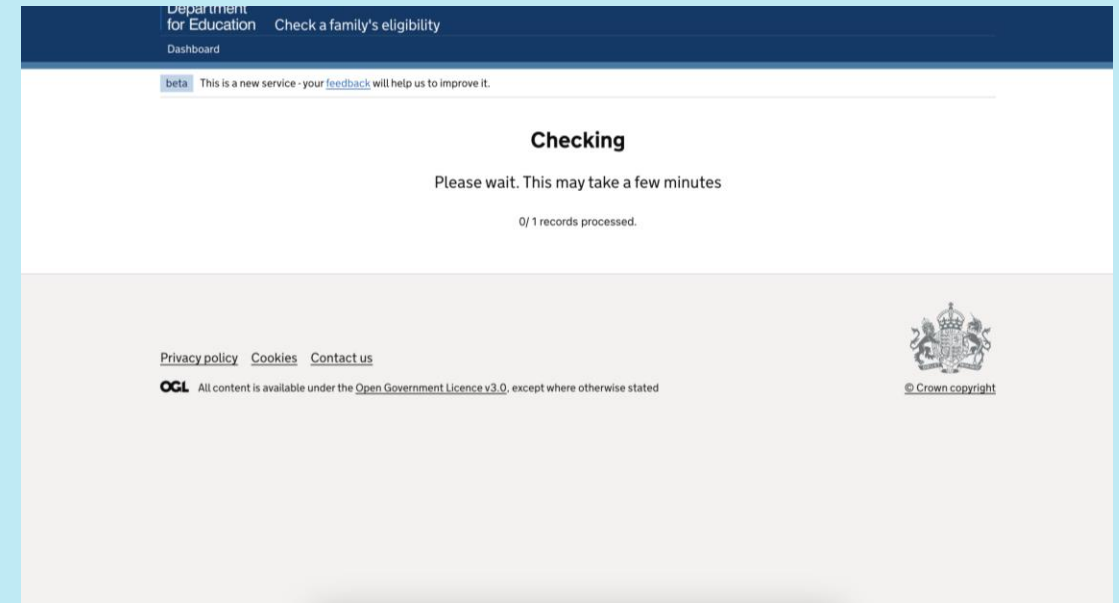


	A	B	C	D	E	F
1	Parent National Insurance number	Parent asylum support reference number	Parent Date of Birth	Parent Last Name		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
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37						

# Monitor progress

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

**“4/33 records processed.”**





# 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](#)

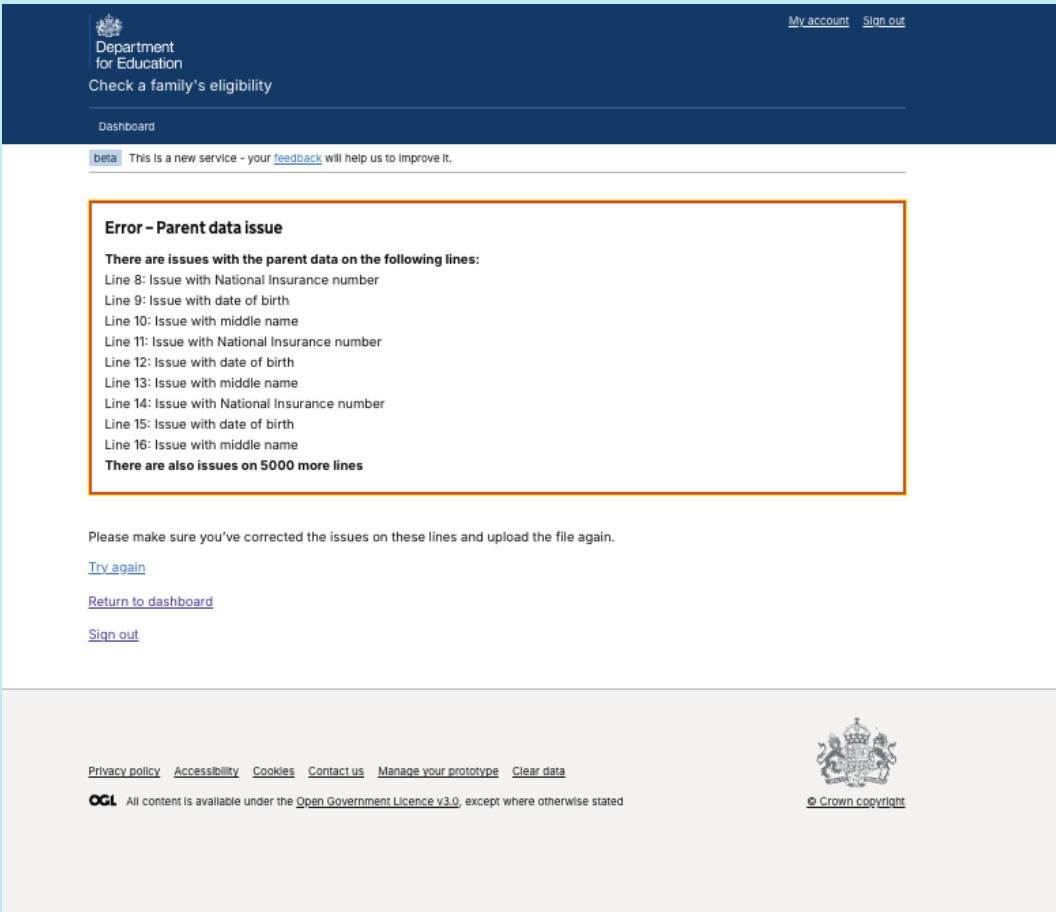
[Sign Out](#)

# 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.



The screenshot shows the 'Check a family's eligibility' page from the Department for Education. The page has a dark blue header with the department's logo and navigation links for 'My account' and 'Sign out'. Below the header is a 'Dashboard' section. A 'beta' notice states: 'This is a new service - your [feedback](#) will help us to improve it.' The main content area is titled 'Error - Parent data issue' and lists the following errors: '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'. Below the error list, a message says: 'Please make sure you've corrected the issues on these lines and upload the file again.' There are three links: 'Try again', 'Return to dashboard', and 'Sign out'. The footer contains links for 'Privacy policy', 'Accessibility', 'Cookies', 'Contact us', 'Manage your prototype', and 'Clear data'. It also includes the 'OGL' logo and the text: 'All content is available under the [Open Government Licence v3.0](#), except where otherwise stated'. The Royal Coat of Arms and the text '© Crown copyright' are also present.

Department for Education  
Check a family's eligibility

Dashboard

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**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 the 'Check a family's eligibility' dashboard for 'The Telford Park School'. The page is titled 'Free school meals' and contains several links and descriptions:

- [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.
- [Finalise applications](#)**: Finalise applications. (This link is highlighted with a red box in the original image.)
- [Search all records](#): Search all records and export results.
- [Download PDF Form](#): Download an eligibility form for parents to complete.


The footer includes links for [Privacy policy](#), [Cookies](#), and [Contact us](#), along with the OGL logo and copyright information: '© Crown copyright'.

# 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.



Department  
for Education

Check a family's eligibility

My account Sign out

Dashboard

beta

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

[< Back](#)

### 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

	Reference	Parent / Guardian	Child	Child date of birth	Status	Submission date
<input type="checkbox"/>	<a href="#">87518992</a>	Timothy Smith	Tom Jones	01 Jan 2007	Entitled	22 Oct 2024
<input type="checkbox"/>	<a href="#">95890823</a>	James Smith	Tom Smith	31 Jan 2020	Entitled	12 Nov 2024
<input type="checkbox"/>	<a href="#">68383670</a>	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
<input type="checkbox"/>	<a href="#">6746466</a>	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/>	<a href="#">29537497</a>	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/>	<a href="#">41013875</a>	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**.

 Department for Education [Check a family's eligibility](#)  
Dashboard

My account Sign out

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

< Back

## 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'.

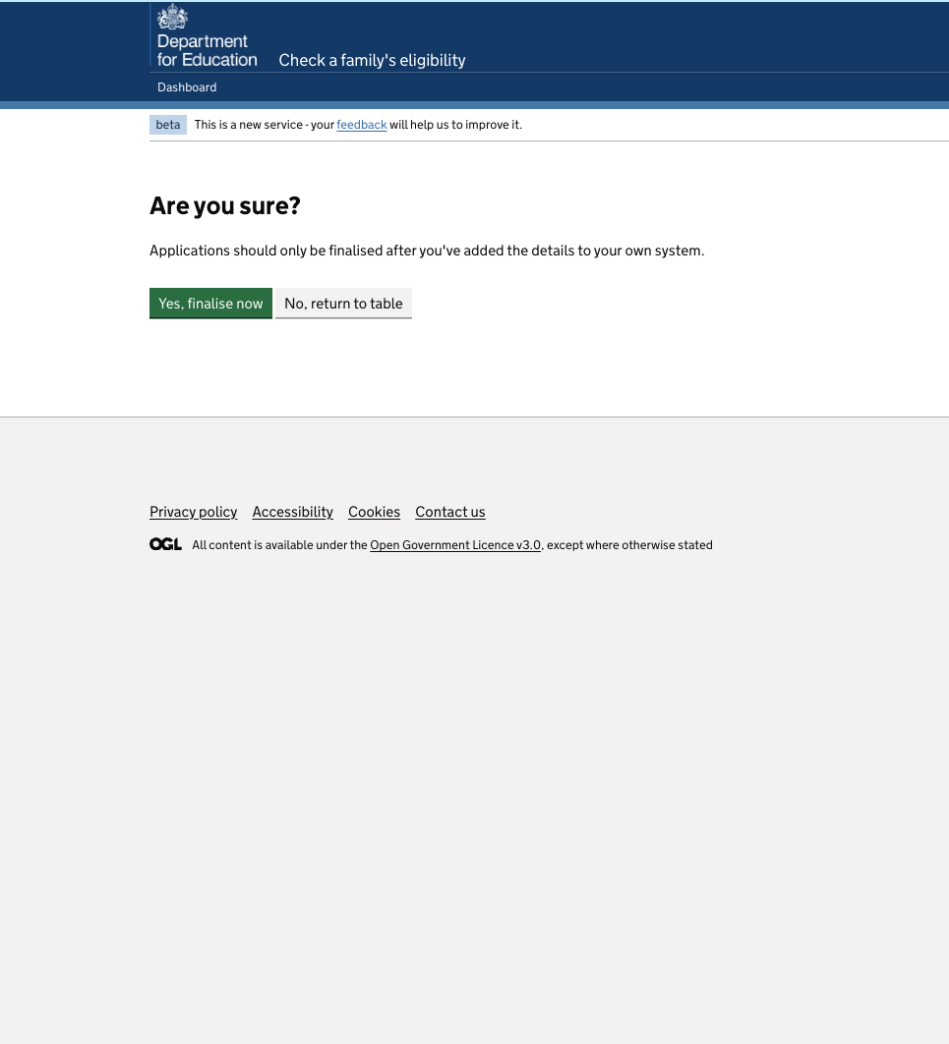
Finalise applicationsDownload all files

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

1

# 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.




The screenshot shows a web interface for the Department for Education. At the top, there is a dark blue header with the department's logo and the text 'Department for Education' and 'Check a family's eligibility'. Below the header, a 'Dashboard' link is visible. A 'beta' badge is present, followed by a message: 'This is a new service - your [feedback](#) will help us to improve it.' The main content area features a heading 'Are you sure?' and a subtext: 'Applications should only be finalised after you've added the details to your own system.' Below this, there are two buttons: 'Yes, finalise now' (highlighted in green) and 'No, return to table' (in grey). At the bottom of the page, there are links for 'Privacy policy', 'Accessibility', 'Cookies', and 'Contact us', followed by the Open Government Licence (OGL) text: '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.

Department  
for Education

Check a family's eligibility

My accountSign out

Dashboard

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"/>	<a href="#">68383670</a>	James Smith	Terry Smith	05 Aug 2019	Entitled	12 Nov 2024
<input type="checkbox"/>	<a href="#">6746466</a>	Linda Smith	Tom Lucas	04 Jun 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/>	<a href="#">29537497</a>	Michelle Johnson	James Johnson	20 May 2018	Reviewed Entitled	07 Nov 2024
<input type="checkbox"/>	<a href="#">41013875</a>	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.

Department  
for Education

Check a family's eligibility

Sign out

Dashboard

beta

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

### Telford and Wrekin Council

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.


[Search all records](#)

Search all records and export results.

[Guidance for reviewing evidence](#)

Read guidance on how to review supporting evidence.

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




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# Select an application

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

 Department for Education [Check a family's eligibility](#) [Sign out](#)

Dashboard

beta

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

[< Back](#)


## Pending applications (50)

[▶ Help with this page](#)

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

 Department for Education [Check a family's eligibility](#) [Sign out](#)

Dashboard

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[< Back](#)

## James Smith

[Approve application](#) [Decline application](#)

Parent or guardian

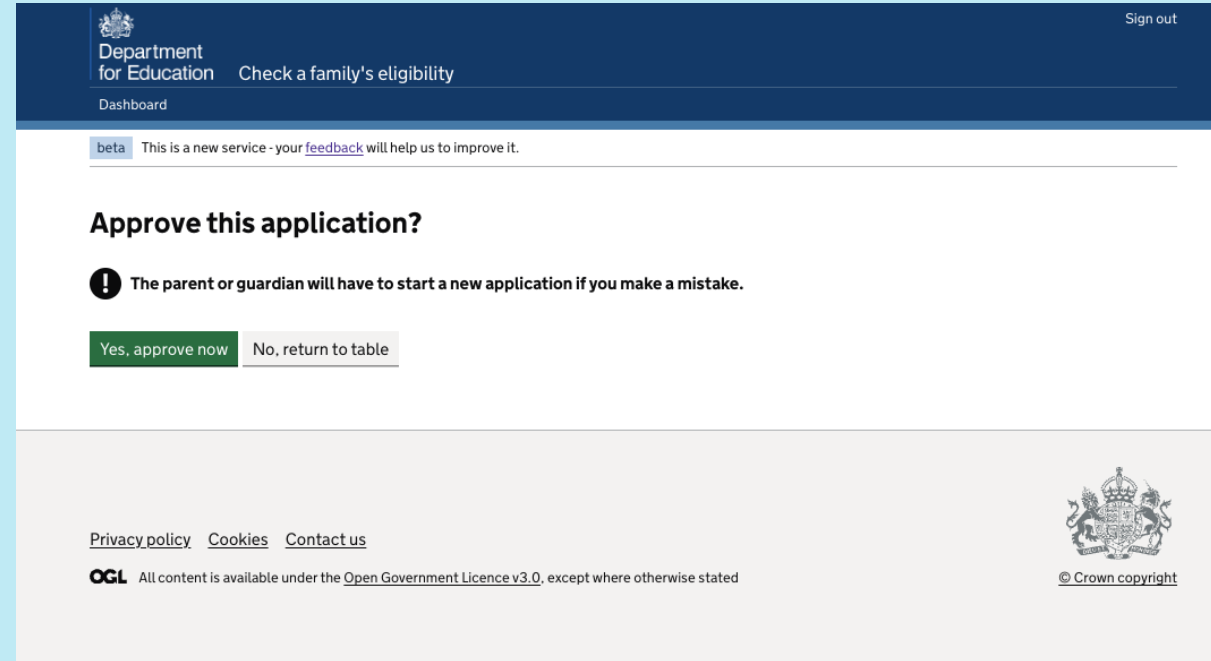
Name	James Smith
Date of birth	06 June 2000
National Insurance number	SC123456B
Email address	J.smith@test.co.uk

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.



The screenshot shows a web interface for the Department for Education. The header is dark blue with the department's logo and name on the left, and a 'Sign out' link on the right. Below the header, there's a navigation bar with 'Check a family's eligibility' and 'Dashboard'. A beta banner indicates this is a new service with a feedback link. The main content area asks 'Approve this application?' and includes a warning icon and text: 'The parent or guardian will have to start a new application if you make a mistake.' Two buttons are present: 'Yes, approve now' (green) and 'No, return to table' (grey). The footer contains links for 'Privacy policy', 'Cookies', and 'Contact us', followed by the Open Government Licence (OGL) text and the Royal Coat of Arms with '© Crown copyright'.

Department for Education Check a family's eligibility Sign out

Dashboard

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

### Approve this application?

! The parent or guardian will have to start a new application if you make a mistake.

Yes, approve now No, return to table

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

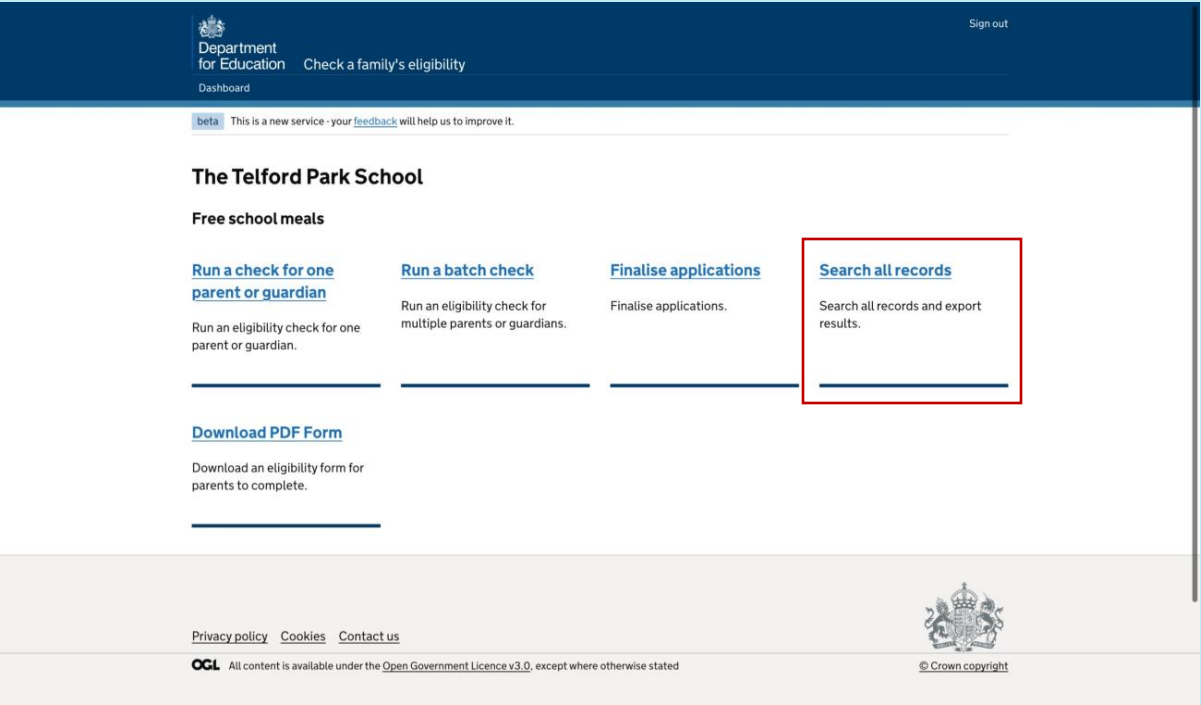
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# Search all records

# Search all records' tab

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



# 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 the 'Check a family's eligibility' dashboard. At the top, there's a header with the Department for Education logo and a 'Sign out' link. Below the header, a 'beta' banner indicates it's a new service. The main section is titled 'Search all records'. On the left, a 'Filter' panel allows users to refine their search. It includes a 'Selected filters' section with 'Status' (Sent for Review, Reviewed Entitled) and a green 'Apply filters' button. Below this is a 'Keywords' search bar and a 'Submission date range' section with radio buttons for 'Current month to date', 'Last 3 months', 'Last 6 months', and 'Last 12 months'. At the bottom of the filter panel is a 'Status' section with checkboxes for 'Entitled', 'Evidence Needed', 'Receiving Entitlement', 'Sent for Review' (checked), 'Reviewed Entitled' (checked), and 'Reviewed Not Entitled'. On the right, the results section shows 'Showing 142 results' and an 'Export as CSV' button. Below this is a table with columns: Reference, Child name, Child DOB, Date submitted, and Status. The table lists 10 records, each with a 'Sent for Review' button. At the bottom of the results section, it says 'Showing 11 to 10 of 142 records' with pagination links (1, 2, ..., 15, Next). The footer contains links for 'Privacy policy', 'Cookies', and 'Contact us', along with the OCL logo and copyright information.

Reference	Child name	Child DOB	Date submitted	Status
<a href="#">26490487</a>	Maria Philip	8 Jan 2016	17 Nov 2024	<a href="#">Reviewed Entitled</a>
<a href="#">14929891</a>	Jamie One	1 Jan 2015	12 Dec 2024	<a href="#">Sent for Review</a>
<a href="#">96247096</a>	Susie Two	1 Jan 2018	12 Dec 2024	<a href="#">Sent for Review</a>
<a href="#">57790217</a>	Tom Three	1 Jan 2010	12 Dec 2024	<a href="#">Sent for Review</a>
<a href="#">43827911</a>	Timmy Smith	1 Jan 2007	12 Dec 2024	<a href="#">Sent for Review</a>
<a href="#">52397408</a>	Timmy Smith	1 Jan 2007	16 Dec 2024	<a href="#">Sent for Review</a>
<a href="#">9228198</a>	Timmy Smith	1 Jan 2007	16 Dec 2024	<a href="#">Sent for Review</a>
<a href="#">63061231</a>	Timmy Smith	1 Jan 2007	16 Dec 2024	<a href="#">Sent for Review</a>
<a href="#">34745783</a>	Timmy Smith	1 Jan 2007	17 Dec 2024	<a href="#">Sent for Review</a>
<a href="#">5861176</a>	Timmy Smith	1 Jan 2007	18 Dec 2024	<a href="#">Sent for Review</a>




# 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.

 Department  
for Education

Check a family's eligibility

Sign out

Dashboard

beta

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[< Back](#)

### 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

Showing 561 results

[Export as CSV](#)

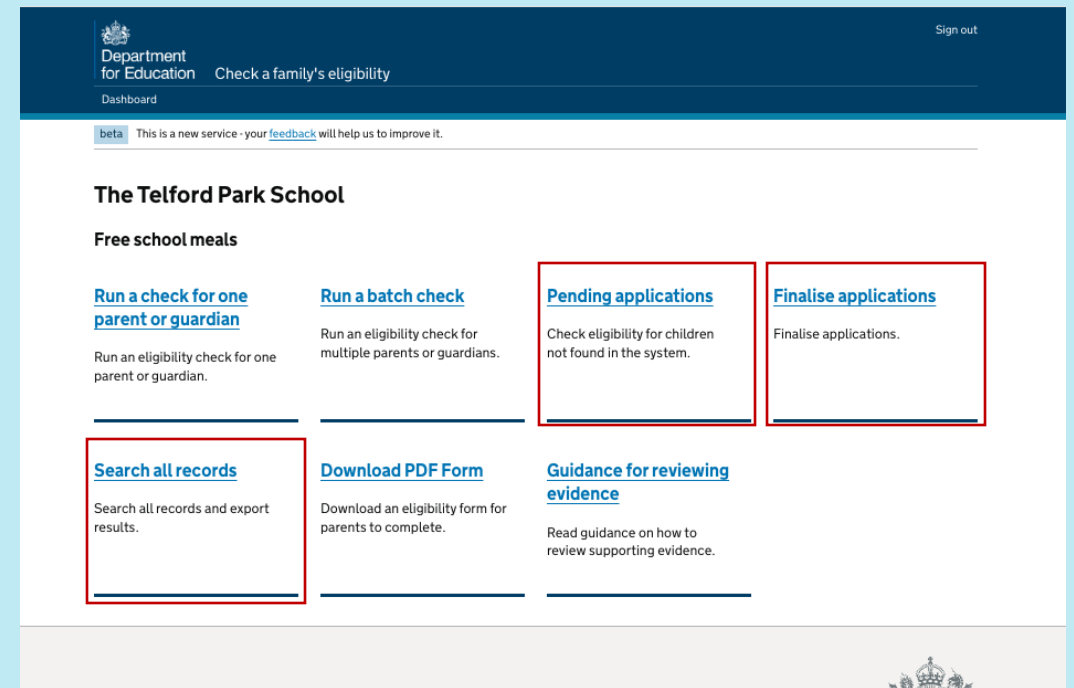
Reference	Child name	Child DOB	Date Submitted	Status	
<a href="#">11401175</a>	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025	Receiving Entitlement
<a href="#">74447098</a>	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025	Entitled
<a href="#">57353814</a>	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025	Receiving Entitlement
<a href="#">03796596</a>	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025	Entitled
<a href="#">20270649</a>	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025	Entitled
<a href="#">89665934</a>	Timmy Smith	1 Jan 2007	The Telford Park School	27 Nov 2025	Sent for Review
<a href="#">57193558</a>	Timmy Smith	1 Jan 2007	The Telford Park School	2 Dec 2025	Receiving Entitlement
<a href="#">57919087</a>	Timmy Smith	1 Jan 2007	The Telford Park School	2 Dec 2025	Entitled
<a href="#">79404756</a>	Timmy Smith	1 Jan 2007	The Telford Park School	2 Dec 2025	Entitled

# 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

Department for Education

Check a family's eligibility

Dashboard

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< Back

Search all records

Filter

Showing 561 results

Export as CSV

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

Reference	Child name	Child DOB	Date Submitted	Status	
<a href="#">62273124</a>	Timmy Smith	1 Jan 2007	The Telford Park School	21 Oct 2024	Archived
<a href="#">28291272</a>	Tom Jones	1 Jan 2007	The Telford Park School	21 Oct 2024	Receiving Entitlement
<a href="#">20456636</a>	Timmy Smith	1 Jan 2007	The Telford Park School	22 Oct 2024	Receiving Entitlement
<a href="#">87518992</a>	Tom Jones	1 Jan 2007	The Telford Park School	22 Oct 2024	Receiving Entitlement

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Dashboard

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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

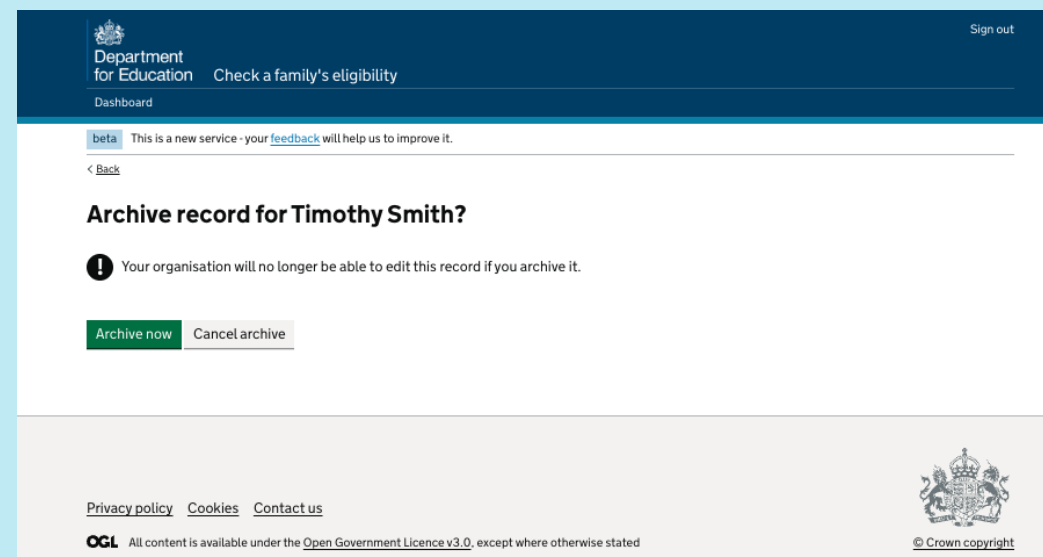
Status of application

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.



# 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

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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 Entitled

☐ Sent for Review

☐ Reviewed Entitled

☐ Reviewed Not Entitled

Showing 561 results

[Export as CSV](#)

Reference	Child name	Child DOB	Date Submitted	Status
<a href="#">62273124</a>	Timmy Smith	1 Jan 2007	The Telford Park School	21 Oct 2024 Archived
<a href="#">28291272</a>	Tom Jones	1 Jan 2007	The Telford Park School	21 Oct 2024 Archived
<a href="#">20456636</a>	Timmy	1 Jan 2007	The Telford Park	22 Oct Receiving

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This record has been archived

You can no longer make changes to this record.

Timothy Smith

[RESTORE](#)

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'



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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.



# 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.

 Department for Education [Check a family's eligibility](#)  
Dashboard


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## 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 entitlement checker  
What is it  
How to use it  
What you need to provide  
What you need to know  
What you need to do  
What you need to know about the checker  
What you need to know about the checker  
What you need to know about the checker

[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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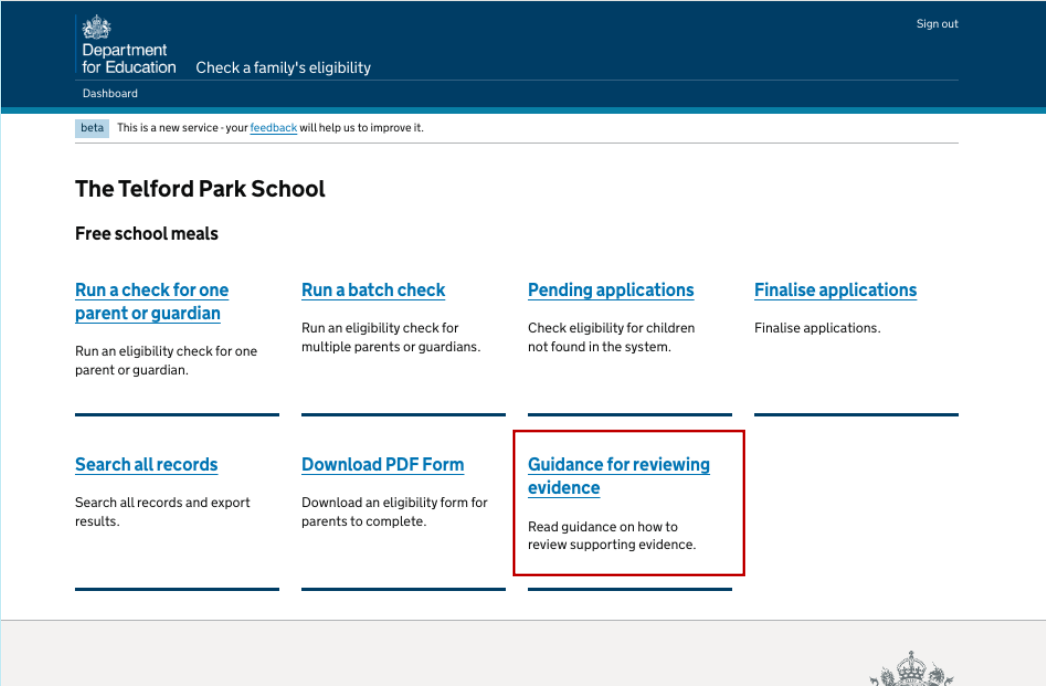
  
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# Guidance for reviewing evidence


# Guidance for reviewing evidence

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



# Guidance for reviewing evidence

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



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## 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**

