

Title of message: Free School Meals Renewals 2025
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Date: 26th August 2025
Action/Information: Information only

N.B This bulletin covers 2 areas of Free School Meals eligibility

- All schools including DFE early adopters
- Early Adopters Schools (DFE)

The renewals process for 2025 is complete (Solero).

All Schools

Renewal applications for pupils eligible for Free School Meals (FSM) has now been completed. The SOLERO system has also been updated.

Please check your SOLERO report (Academic year 25/26) for the pupils who have an eligible application.

If a pupil is listed who no longer attends your school, please email us at cs.enquiries@hertfordshire.gov.uk with pupil's name, HCWH number, DOB and if known, name of new school and we will adjust the record.

All Pupils in receipt of a FSM (from 1st April 2018) will continue to receive a FSM due to Transitional Protection. Eligibility criteria will change from September 2026 and transitional protection will cease. Further information will be supplied nearer the date

Below is an illustration of how to locate the new academic report on SOLERO.

Locating the new academic year report on SOLERO

The [link to Solero](#) can be found on the Hertfordshire Grid for Learning. Once logged in, you will have access to the 'Systems Menu' page.

Systems Menu

The following is a list of Systems available for use by this school

School Details

School Name: Colney Heath JMI
School No: 454
Change login password:

System available

Click on the System Name to run it
Goto Page: 1 2

System Name	Description
Admissions School Index Data Collection	Enter your admissions booklet information - the system will now close on 23 May 2008
Capital Return	Please complete your final Capital Return 2016/17 by Wednesday 29th March 2016. Please ensure the 'Plant and Asset Disposal' Solero form Is completed for all disposals in 2016/17.
Early Years Pupil Premium application	Early Years Pupil Premium (EYPP) eligibility outcome report for nursery class children
Early Years Pupil Premium outcome report	Early Years Pupil Premium (EYPP) eligibility outcome report for nursery class children
Free School Meals Report	List of all children eligible for Free School Meals. New Additions/Removals report option available.
INTRAN - Interpreting Service Request form	Submit requests for interpreting services at your school via this form
Incident - Accident/Violent Incident Reports - REVIEW	Review accident/violent incident reports
Incident - Add Accident Report	Form to add details of accidents
Incident - Add Violent Incident	Form to add details of violent incidents
Long Service Awards - Collection of Eligibility Details	Please submit details of eligible staff members by 08/07/2011
Milk Ordering System (Schools)	Create and maintain School Milk Orders/Deliveries
Nursery Online Admissions (NOLA)	Access to online applications to your nursery
Out of Hours Emergency Contacts	Out of Hours Emergency Contacts for Health & Safety and Property
Plant and Asset Disposals	Schools Plant and Asset Disposals for Capital Finance
RMF: Remission of Music Fees	Applications via HCWH for remission of music fees
SOLA	Online admissions reports for Secondary/Upper and Under 11's
School Leases Questionnaire	Information regarding school leases: make your 2010/2011 return
School term dates, times and Inset days	Keep your term dates up to date
Termly Financial Return/Approved Budget Return	Keep your returns up to date
Universal Free School Meals registration	Eligibility report for Universal Free School Meals Registration

For Further information on the Universal Free School Meals (UFSM) system, please click on the 'Free School Meals' link in the left hand menu.

When you click on the 'Free School Meals' link, you will be presented with the following screen (upon selecting 'Free School Meals' for Year 3 onwards).

For Pupils in Reception to year 2, click on **Universal Infant Free School Meals (UIFSM)** registration to access information or complete tasks.

To access eligibility, additions or removals of pupils in **year Three onwards**, click on the 'Free School Meals Report'.

the screen you will be presented with upon selecting Free
for 3 onwards).

Online Report

If you have any queries please email howcanwehelp@thetfordshire.gov.uk

<< Return to Menu

School Details

Please select a report option for the applications you wish to view

School Name:

School Number:

Date:

Report Options: ☐ Currently Eligible ☐ New Additions/Removals ☒ By Academic Year

Academic Year: *

Applications: *

Displaying 1...70 of 70 records

Status	Reason	Application Reference Number	First Name	Surname	DOB	Start Date	End Date	Renewal Confirmed 2017/18	Date Accepted	Date Ceased	End Date Notification
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To search by academic year click here then select 2025/26 on the 'Academic year' in the dropdown menu

Universal Infants Free School Meal (UIFSM) – Reception to year 2

Applying for a FSM

Please continue to encourage parents/guardians to apply for a FSM (Children who have moved from year 2 to year 3 **must** reapply). An application for a FSM can be made via the [Free School Meals](#) webpage then clicking on the tab stating 'apply for a free school meal (year 3 and older)'.

Early Adopter Schools (DFE)

Pupils eligible for Free School Meals have been renewed on Solero, as described above, and pupils have also been migrated to the DFE system. The DFE system is the upto date version as it includes applications made since go live of system. Pupils migrated to the DFE system have come directly from your Solero on 13 August 2025 plus pupils moving to your school in September as informed by school's admissions team.

If pupils are missing from the DFE system that are/were appearing on your Solero system and showing as eligible for Free School Meals please supply details (HCWH number, child's name and DOB) to CS.Enquiries@hertfordshire.gov.uk and this will be investigated.

If a pupil is not shown on Solero or DFE system and you believe they are eligible for Free School Meals, this will be for several reasons including

- No application made from Year 2 – Year 3 in previous years. If no application has been made when pupil went into year 3, then an application will need to be made
- **Pupils have moved schools within Hertfordshire.** It is probable that the Customer Service Centre has not been informed. Please email CS.Enquiries@hertfordshire.gov.uk with pupil's details. This will need to include HCWH number(if known) or parents NINO to be able to trace the application as well as child's name and DOB. We will then liaise with DFE to add pupils to DFE database.
- **Pupils have moved schools from outside of Hertfordshire into Hertfordshire School.** There will need to be a new application made by parents. If application comes back as not eligible and pupil was previously eligible, school will need to provide proof of eligibility from previous school and then supply details to CS.Enquiries@hertfordshire.gov.uk who will then liaise with DFE to make application eligible.

Music Applications

The application process for support with music fees (100% remission and 50%) changed in June 2022.

- Families wishing to view information or apply for music should [Visit Hertfordshire Music Service](#) page.
- For families unable to make an online application:
 - Schools are advised to support the family make the application on their behalf. Schools should speak to Hertfordshire Music Service (HMS) directly regarding offline applications.
 - At present HMS do not have a telephone number for offline referrals, however families can email the dedicated inbox for financial support applications Music.remission@hertfordshire.gov.uk.

Further Information

For enquiries about this article or Pupil Premium please contact us at cs.enquiries@hertfordshire.gov.uk

Please refer to the [Free School Meals Guidance](#) for information about the Introduction of Universal Credit and the phasing out of other income based benefits.