



Bluecoat Beechdale
Academy

Belong, Believe, Achieve

FREE ACADEMY MEALS GUIDANCE



Common Free School Meal Misunderstandings...

1. I work full time I don't need to apply
2. There's no way I will qualify, I don't claim any benefits
3. Even if I qualified, my children would not want Free School Meals or eat them
4. I'm embarrassed to apply or ask for help
5. The application form will take hours to complete, I just don't have time and there is no point
6. I'm not very good with technology, I won't be able to complete the form



Answering your questions and concerns:

The system we use at Bluecoat Beechdale Academy, checks your eligibility on a regular basis.

The system will confirm whether or not you are eligible. Considering the current circumstances, it is now more important than ever to apply. You could be entitled to Free School Meals.

Although you think you may not be eligible now, circumstances could change in the future and we want to be able to help support you and your child the best we can.

Once you have applied you do not need to do anything, we will contact you.

We can apply on your behalf if you struggle using technology!

The form takes less than 2 minutes to complete!

How do I apply?

- In order to apply please click the link:
<https://www.cloudforedu.org.uk/ofsm/sims/>
- You can also call our office and ask a member of our team to apply on your behalf: 0115 913 5211
- Or you can email our office with further enquiries or support:
office@bluecoatbeechdale.co.uk

Step by step guidance

CAPITA |

SIMS

Free School Meals Application Form

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

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

New application

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

Start

Previous application

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

and

Application Reference

Date of birth (DD/MM/YYYY)

Submit

[Go to SIMS's web site](#)

- As soon as you click the link, this page will show.
- Select 'New Application'.

Step by step guidance

Name *

If you are making this application on behalf of a parent/carer, you must enter their details, not your own.

<input type="text" value="-- Please Select --"/>	<input type="text"/>	<input type="text"/>
Title	Firstname	Lastname

Identification Number *

<input type="text"/>	<u>OR</u>	<input type="text"/>
National Insurance Number		National Asylum Support Service reference number

- Please ensure you fill out each box accurately as the system will not allow you to 'save and continue' until you have filled everything out correctly.

Step by step guidance

Personal information *

If you have legal parental responsibility for the child but your relationship isn't listed, please select 'Legal Parental Responsibility'.

<input type="text"/>	-- Select --
Date of birth (DD/MM/YYYY)	Relationship to the child

Contact information

<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Telephone (Landline)	Telephone (Mobile)

☒ Yes, I would like email to be my primary communication channel for free school meal entitlement

[Why use electronic communication ?](#)

Address information *

Enter a postcode	<input type="text"/>	Find address
Addresses	-- Use the postcode lookup above --	

☐ Manual Address Data

Flat Number/Name **	<input type="text"/>
House Number/Name **	<input type="text"/>
Street Name *	<input type="text"/>
Locality	<input type="text"/>
Town/City *	<input type="text"/>
Postcode	<input type="text"/>

** One at least of Flat or House Number/Name is required.

* Required.

Save and continue

Save and resume later

Back

- Continue completing the form, once completed accurately – click 'save and continue'.
- You can choose your preferred contact method.

Step by step guidance

1. Declaration

2. Parent/Carer/Applicant

3. Child

4. Submit

5. End

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

Child's name *

Firstname

Lastname

Child's details *

Date of birth (DD/MM/YYYY)

Gender

- Ensure all of your child's details are inputted accurately, as if there are any mistakes this can impact the results of eligibility.

Step by step guidance

- Complete the 'Child' section and ensure you select Bluecoat Beechdale under the 'School' section.
- Once completed, select the appropriate statement confirmation and click save and continue.

School *

Sort by: ☐ Name ☒ Distance to postcode NG8 3GP

-- Choose a school --

IMPORTANT: You are giving permission for the above school to access the data you submit via this form.

Statement *

☐ I confirm that I have parental responsibility for the child.

OR

☐ I confirm that I have completed this application on behalf of the parent/carers with his/her full knowledge or have the legal status to do so. I confirm that the parent/carers for whom I have given details has parental responsibility for the child.

Save and continue

Save and resume later

Back

Step by step guidance

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

Please carefully check all the details below before submitting - after you have submitted your application you will not be able to make any immediate changes. To make any changes after submission you will need to contact the school or local authority. If you need to change any details before submission use the BACK button at the bottom of this page.

Parent/Carer/Applicant

Date of Birth

National Insurance Number

Email

Mobile

Address

Child in benefit

Date of birth

Gender

Parent/Carer/Applicant's relationship

School

- Once you click 'save and continue' you will be able to review the information you have inputted into the system.
- At this point you can go back and change any errors that you spot before submitting the form
- Please ensure the information you provide is accurate.

Step by step guidance

Statement *

☐ I confirm that the information I have given is, to the best of my knowledge, correct and accurate.

After you click the 'Submit' button your application will be saved and we will check your eligibility. This process may take a few seconds.

The data you provide may be transferred between schools in the Local Authority when your child moves from one school to another. If you do not wish this to take place please inform your child's current school.

SUBMIT

Save and resume later

Back

- Once you are happy all the data selected is correct, tick the statement confirmation box and submit the form.

What happens next?

- As soon as you have submitted the form, the data will be submitted and the system will notify you of your eligibility.
- If you are eligible, we will be in contact to let you know.
- If you are found 'not eligible', it could be that this changes in the future. If the eligibility status were to change, the Academy would be in touch straight away.

What will I be entitled to?

At BBA your child will be entitled to the following, **if found eligible:**

An allowance of **70p to be spent at breakfast** and **£2.00 to be spent during lunch time.**

For further information regarding menu's please visit our website

Any allowances not used shall be lost, as the allowances are refreshed on a daily basis.

Payments are all done through electronic systems, so only you and your child will know whether or not you are eligible.

I think I should have been eligible

If you believe you should have been eligible, and you were found as 'not eligible' on the system, you can dispute this.

If you think you should be entitled to Free School Meals, please email our office with proof of earnings, benefits, universal credits etc... And we will contact the Free School Meals team to ensure this is checked.

We will keep you updated on the outcome and inform you of the decision and any reasoning behind this.

What happens now?

If you have any further questions or queries, please contact our office:

office@bluecoatbeechdale.co.uk

Call us on:

0115 913 5211

Or visit our website:

<https://www.bluecoatbeechdale.co.uk/news-events/free-school-meals/>

If you wish to apply and find out within 24hours whether or not you are eligible, please apply using the link: <https://www.cloudforedu.org.uk/ofsm/sims/>