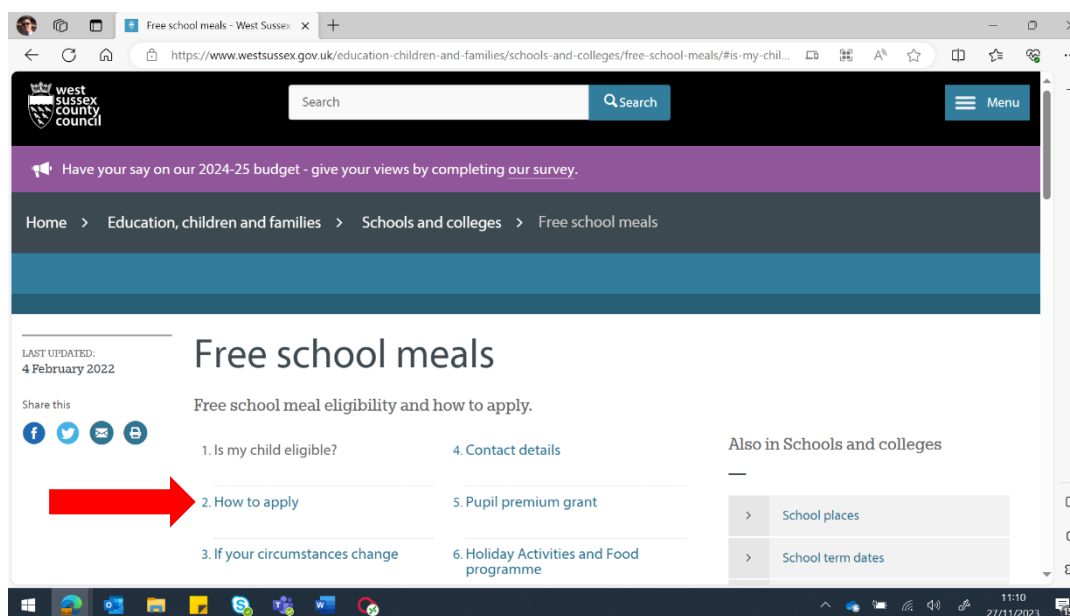


Free School Meal Application Process for Parent (Parent Portal) from January 1st, 2024

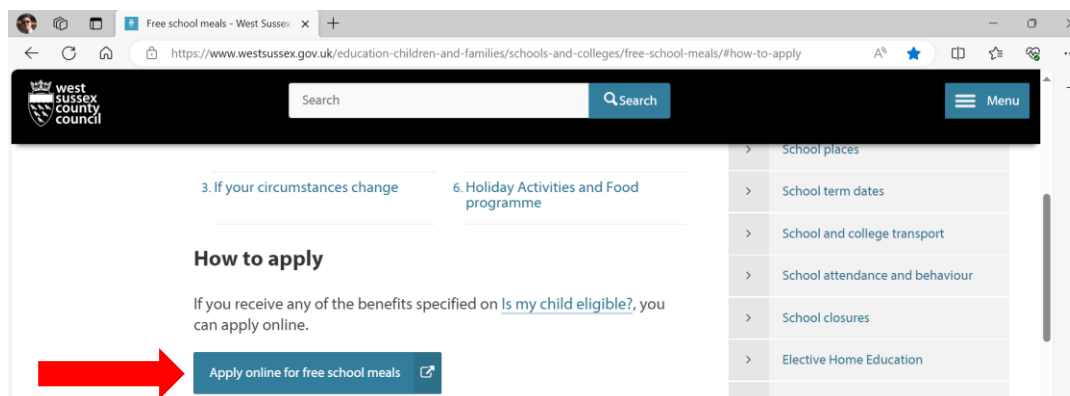
The purpose of this document is to show the process that parents will need to follow in order to make an application for a Free School Meals check to be made for their Children.

1. Please go to the West Sussex County Council Website here: [Free school meals - West Sussex County Council](https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/#is-my-child-eligible)

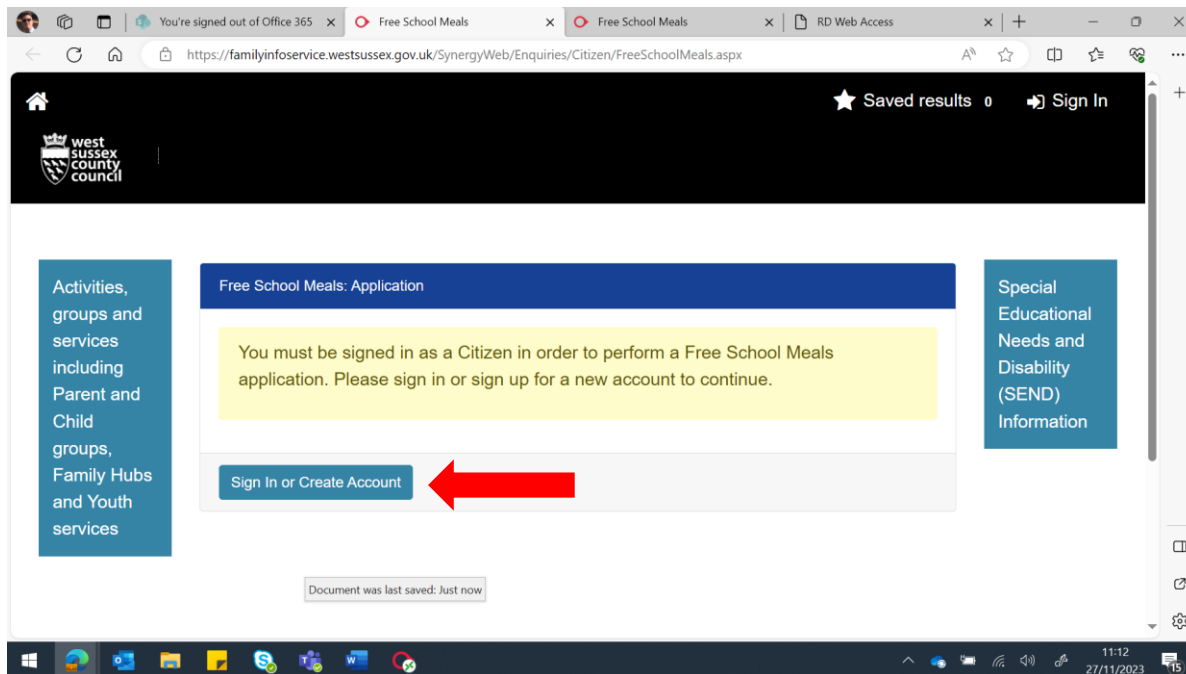
Take note of the eligibility criteria on this page and click on the 2. How to apply tab:



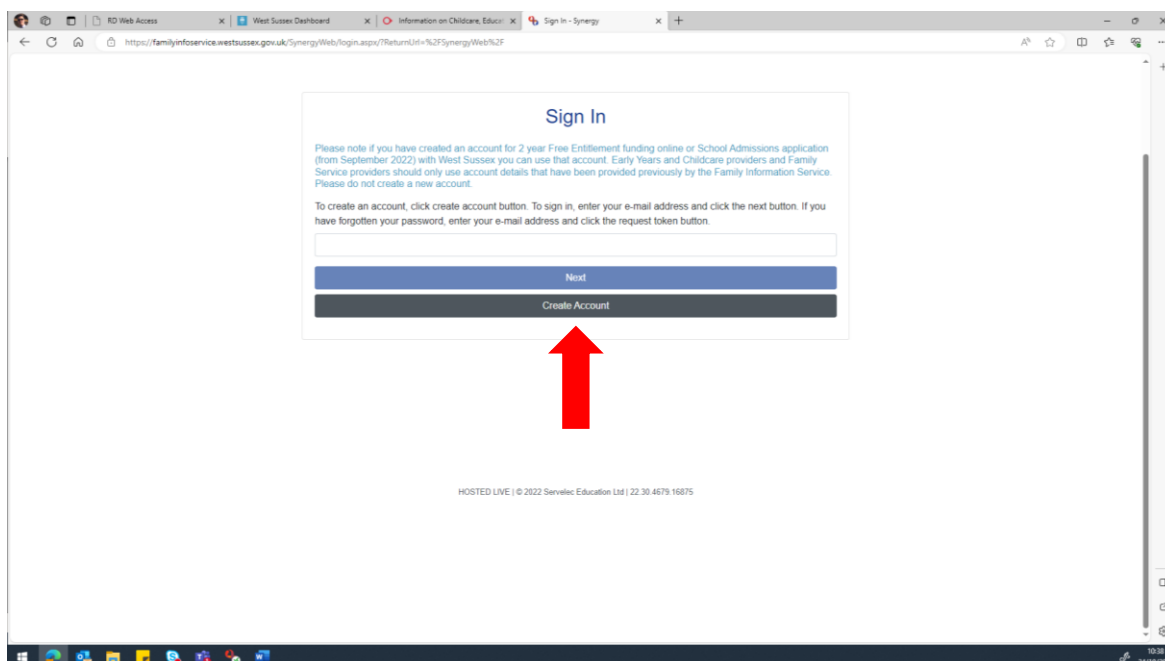
2. This will take you to the page below. Please click on Apply online for free School meals.



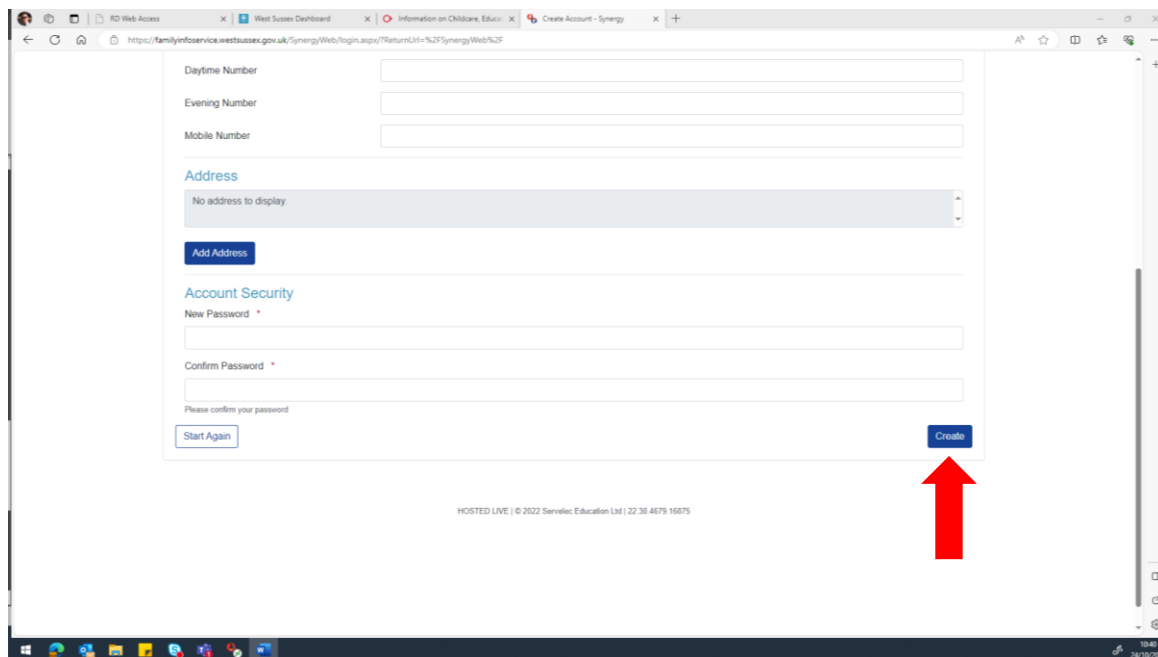
3. You will then see the page below. Click on Sign in or Create Account:



4. If you already have a login, proceed to login to your account. If not, please press create account. Note, you may already have an account if you have used the portal to apply for School Admission places.



5. Fill in all the information required to create an account and press create.



Daytime Number

Evening Number

Mobile Number

Address

No address to display

[Add Address](#)

Account Security

New Password *

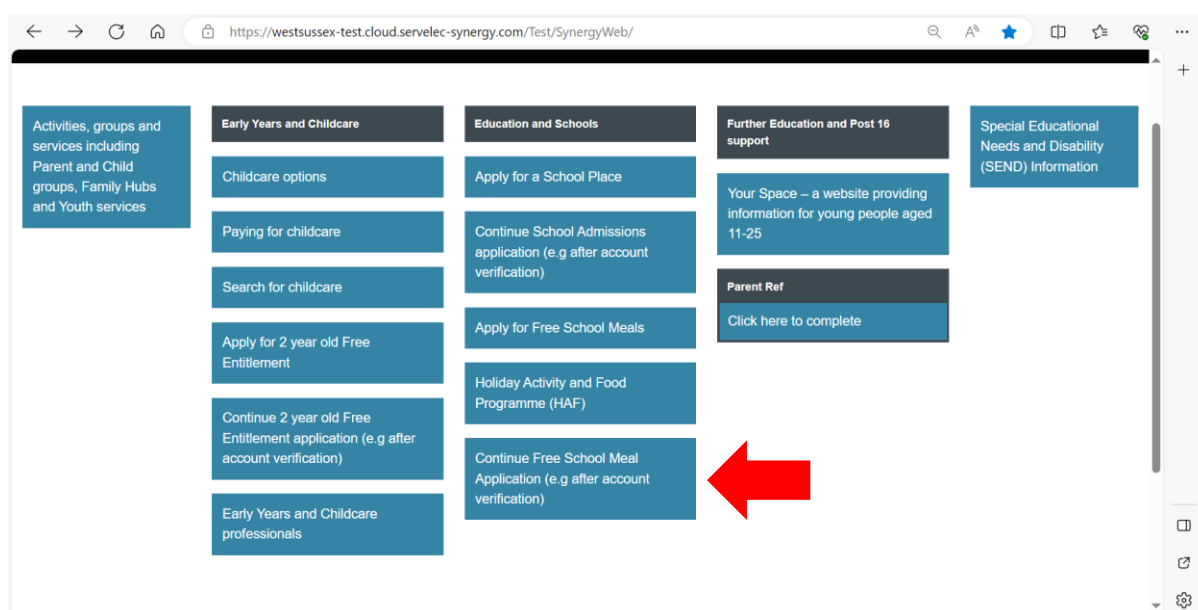
Confirm Password *

Please confirm your password

[Start Again](#) [Create](#)

HOSTED LIVE | © 2022 Servelec Education Ltd | 22.30.4679.16875

6. Once you have created/signed into your account click 'Continue Free School Meal Application (e.g after account verification)' to continue the Free School Meals application form.



Activities, groups and services including Parent and Child groups, Family Hubs and Youth services

Early Years and Childcare

Childcare options

Paying for childcare

Search for childcare

Apply for 2 year old Free Entitlement

Continue 2 year old Free Entitlement application (e.g after account verification)

Early Years and Childcare professionals

Education and Schools

Apply for a School Place

Continue School Admissions application (e.g after account verification)

Apply for Free School Meals

Holiday Activity and Food Programme (HAF)

Continue Free School Meal Application (e.g after account verification)

Further Education and Post 16 support

Your Space – a website providing information for young people aged 11-25

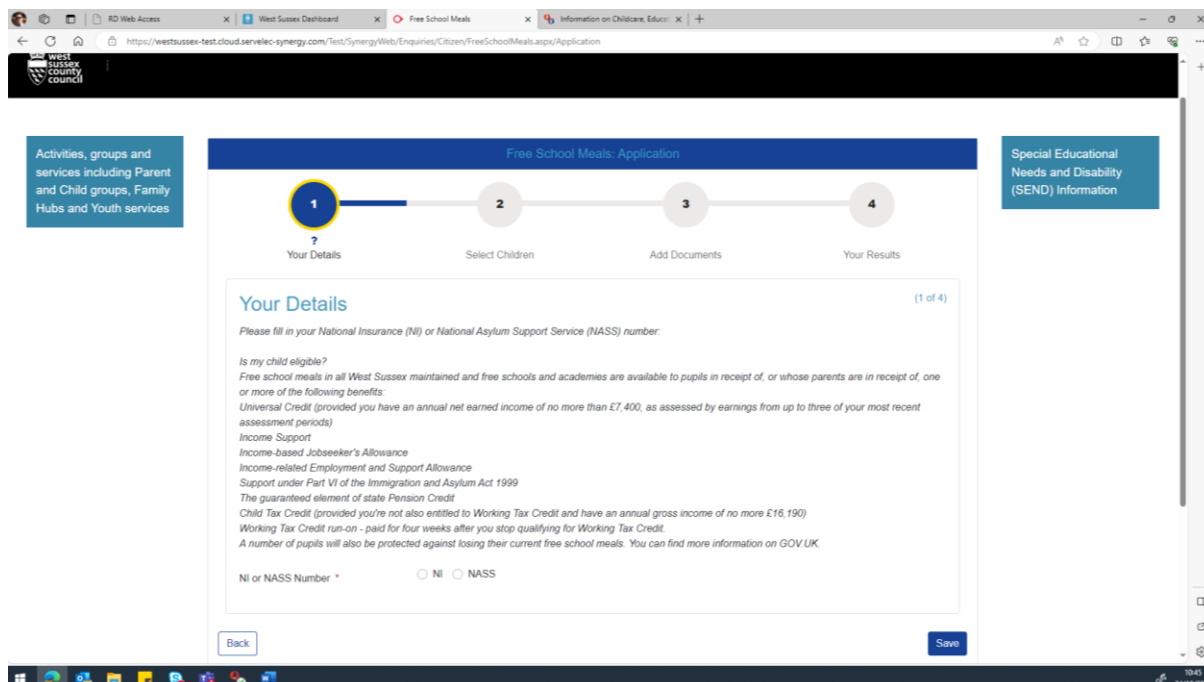
Parent Ref

Click here to complete

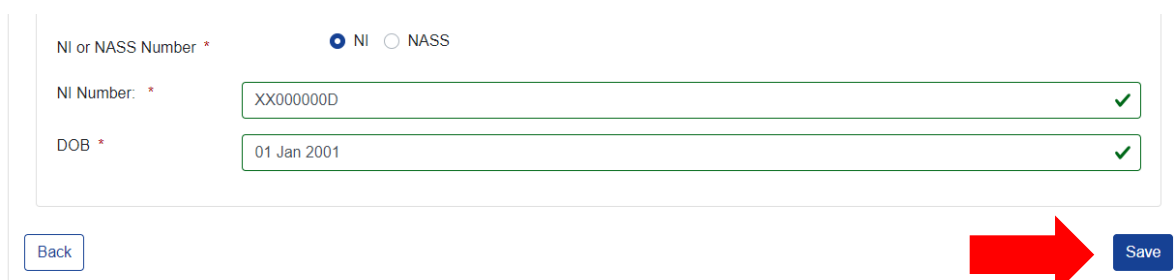
Special Educational Needs and Disability (SEND) Information

7. This will take you to the following page:

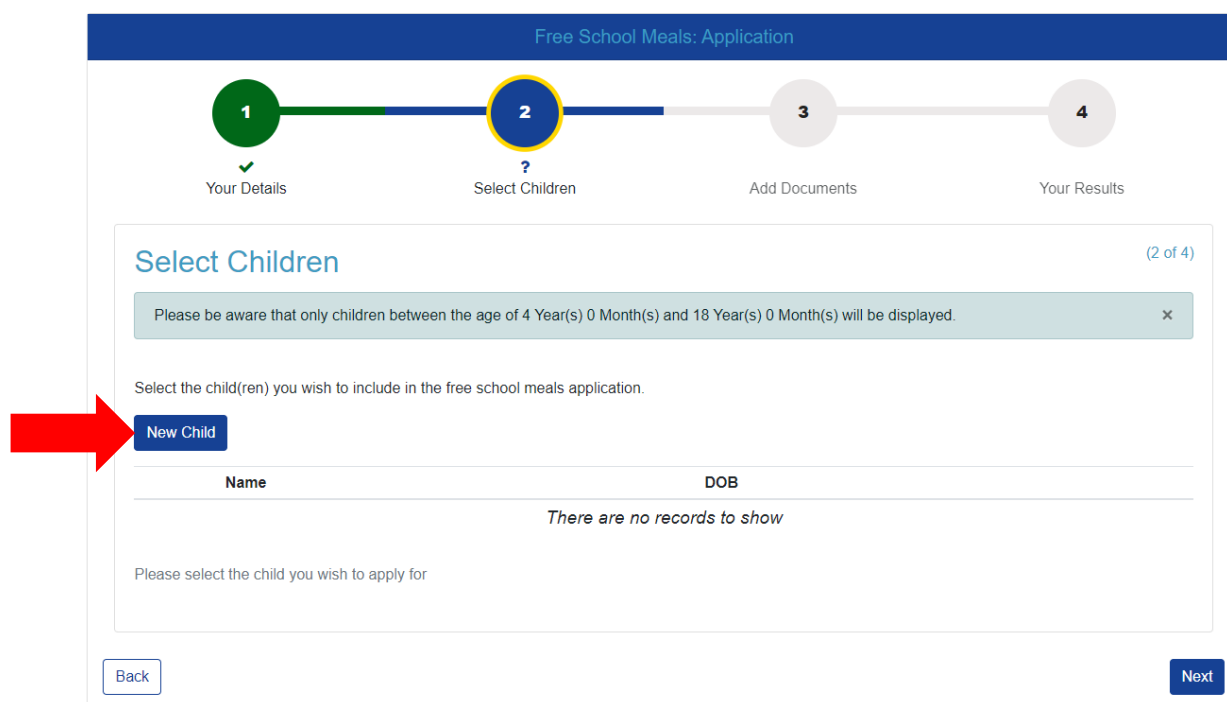
Please take note of the eligibility criteria displayed.



8. There are mandatory fields at the bottom of this page. Please click either NI (National Insurance) or NASS (National Asylum Support Service), whichever is relevant to you and enter the details required and press Save.



- This will then take you to the below screen where you can either select the child(ren) you wish to apply for or add a new child.



Free School Meals: Application

1 Your Details ✓ 2 Select Children ? 3 Add Documents 4 Your Results

Select Children (2 of 4)

Please be aware that only children between the age of 4 Year(s) 0 Month(s) and 18 Year(s) 0 Month(s) will be displayed. ✕

Select the child(ren) you wish to include in the free school meals application.

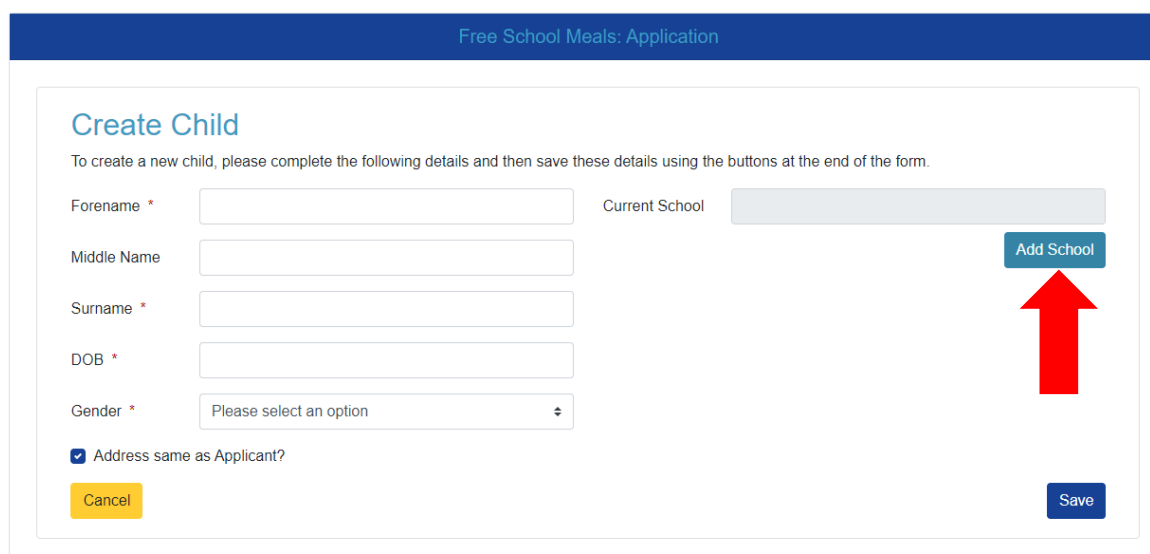
New Child

Name	DOB
There are no records to show	

Please select the child you wish to apply for

Back Next

- If this is the first time you are using this account, you will need to add your children. Press New Child and you will see the following screen:



Free School Meals: Application

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename * Current School

Middle Name

Surname *

DOB *

Gender *

☒ Address same as Applicant?

Cancel Add School Save

11. Fill out the required information. Please ensure to add the School that the child is attending located in the top right of the form. For the purpose of this document the rest of the process will be for a child named Micky Mouse.
12. Once you have added the child, ensure they are ticked as below and press 'next'.

Free School Meals: Application

1

2

3

4

Your Details

Select Children

Add Documents

Your Results

Select Children

(2 of 4)

Please be aware that only children between the age of 4 Year(s) 0 Month(s) and 18 Year(s) 0 Month(s) will be displayed.

Select the child(ren) you wish to include in the free school meals application.

New Child

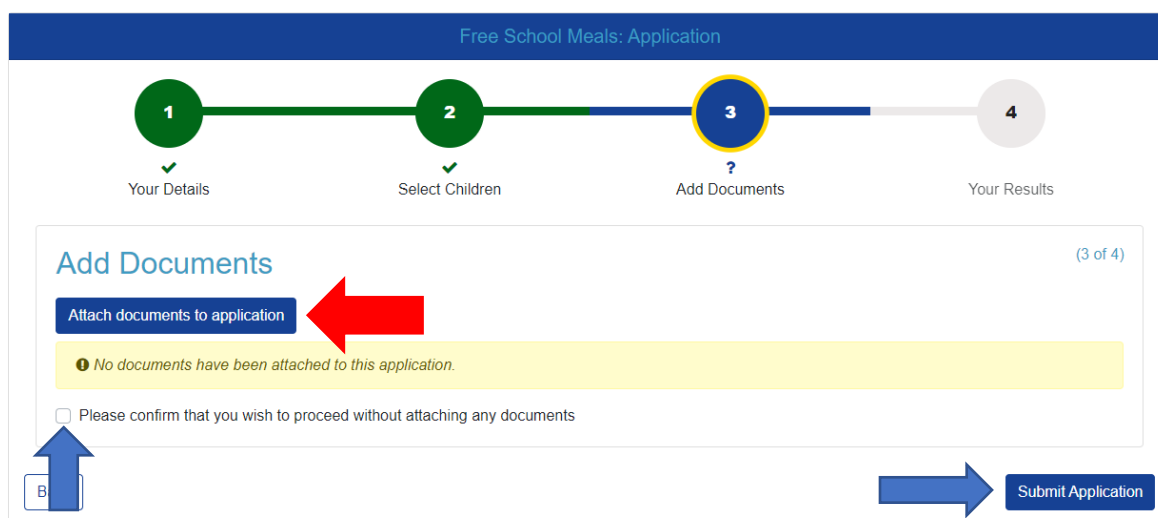
	Name	DOB	
☒	Micky Mouse	01/01/2007	

select the child you wish to apply for

Back

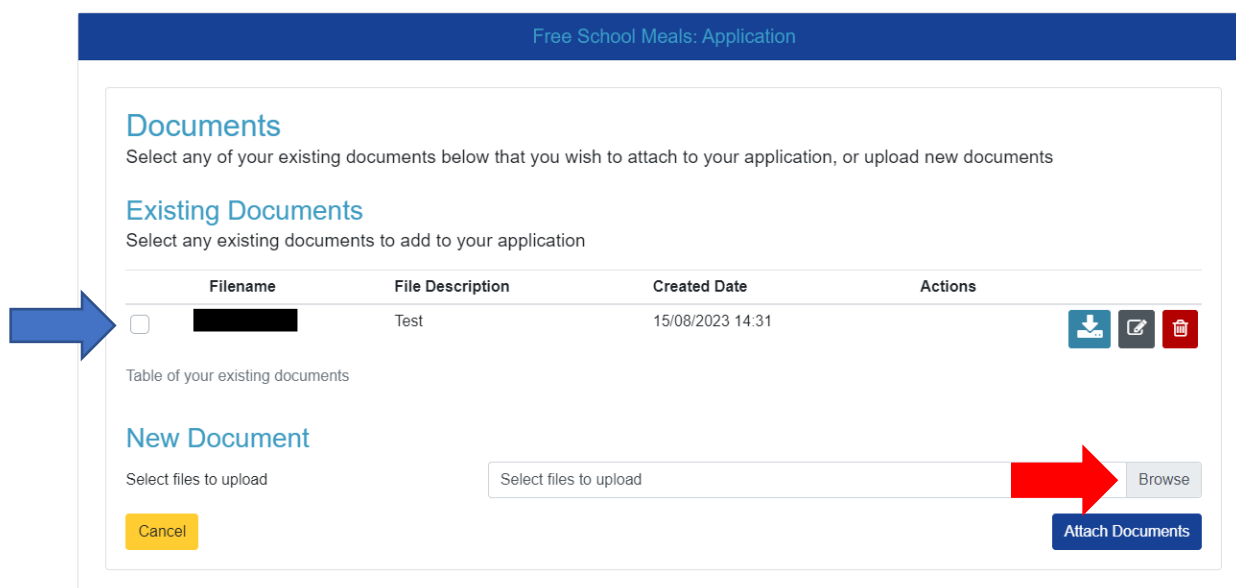
Next

13. The next step is Add Documents. Here you can choose to upload any document which may help your application. For example, Universal Credit statements, previous eligibility letters or documents from HMRC. Please note it is not mandatory to add documents, if you do not wish to add a document simply tick the box 'Please confirm that you wish to proceed without attaching any documents' marked with a blue arrow and press submit application.



The screenshot shows the 'Free School Meals: Application' progress bar with four steps: 1. Your Details (green circle with checkmark), 2. Select Children (green circle with checkmark), 3. Add Documents (yellow circle with question mark), and 4. Your Results (grey circle). Below the progress bar is the 'Add Documents' section, which is the third of four steps. It contains a blue button labeled 'Attach documents to application' with a red arrow pointing to it. Below this button is a yellow message box stating 'No documents have been attached to this application.' Below the message box is a checkbox labeled 'Please confirm that you wish to proceed without attaching any documents' with a blue arrow pointing to it. At the bottom right of the section is a blue button labeled 'Submit Application' with a blue arrow pointing to it.

14. If you do wish to add a document press the 'Attach documents to application' button marked with a red arrow above. This will take you to the page below.



The screenshot shows the 'Documents' section of the application. It has a title 'Documents' and a subtitle 'Select any of your existing documents below that you wish to attach to your application, or upload new documents'. Below this is the 'Existing Documents' section, which has a subtitle 'Select any existing documents to add to your application'. It contains a table with the following columns: 'Filename', 'File Description', 'Created Date', and 'Actions'. The table has one row with a checkbox, a filename, a description 'Test', a date '15/08/2023 14:31', and three action icons (download, edit, delete). A blue arrow points to the checkbox. Below the table is the text 'Table of your existing documents'. Below this is the 'New Document' section, which has a subtitle 'Select files to upload'. It contains a text input field with the placeholder 'Select files to upload', a 'Browse' button, a 'Cancel' button, and an 'Attach Documents' button. A red arrow points to the 'Attach Documents' button.

15. Any documents you have already added to your account will appear here. Marked with a blue arrow. If you wish to add a document, please press the browse button marked with a

Documents

Select any of your existing documents below that you wish to attach to your application, or upload new documents

Existing Documents

Select any existing documents to add to your application

Filename	File Description	Created Date	Actions
☐ [Redacted]	Test	15/08/2023 14:31	  

Table of your existing documents

New Document

Select files to upload

Enter a description for each of your documents and click Attach Documents to start the upload

File description for Example Document.docx *

17. This will take you back to the below screen. Please tick the 'Please confirm the attached documents are correct' and press submit application.

Free School Meals: Application

1

2

3

4

✓

✓

?

Your Details

Select Children

Add Documents

Your Results

Add Documents (3 of 4)

Attach documents to application

Filename	File Description	Created Date	Actions
Example Document.docx	Universal Credit Statement	24/10/2023 12:09	 

Table of your selected documents for this application

☒ Please confirm the attached documents are correct

Back

Submit Application

18. The next page will display the results of your Free School Meals check. In this example, the result is Not Found, No Trace – Check Data as generic data has been used for the purpose of this document. This result means that the information provided was not able to be matched with records found against HMRC. Therefore, some of the information you entered may not be correct. Please go back through the information you submitted and check your details are correct.

Free School Meals: Application

1

2

3

4

✓

✓

✓

✓

Your Details

Select Children

Add Documents

Your Results

Your Results (4 of 4)

✗ Result: Not Found

Qualifier: No Trace - Check data

Unfortunately the automated checking facilities provided by the DfE have not been able to tell us at this time whether or not you are eligible for Free School Meals. Your application has still been submitted - we will do a further check and may contact you for additional information.

Restart

Finish

Other results you may see include:

This is an eligible result:

Your Results

Result: *Found*

The automated checking facilities provided by the DfE indicate that you are eligible for Free School Meals, and we will be in touch with confirmation details. The school(s) at which your child(ren) attend(s) will be notified as soon as this application is fully processed.

This is a not eligible result:

Your Results(4 of 4)

Result: *Not Found*

Unfortunately, the automated checking facilities provided by the DfE has not been able to tell us at this time whether or not you are eligible for Free School Meals. Your application has still been submitted - we will do a further check and may contact you for additional information.

This is a not eligible (pending result). This is where changes are potentially occurring with your HMRC records, the eligibility checker cannot yet tell us immediately if you are eligible or not.

Your Results

Result: *Not Found*

Qualifier: *Pending - Keep checking*

Unfortunately, the automated checking facilities provided by the DfE has not been able to tell us immediately whether or not you are eligible for Free School Meals. Your application has been submitted - we will now carry out further checks which may require us contacting you for additional information.



19. Your application will now be with us for checking and processing. We will confirm the result with yourselves via a letter sent to the email address you used to create your account with. We will also confirm the result to the Child's School via email.

If you have issues with completing the online form. Please contact on 0330 222 5555 or email us at FSM@westsussex.gov.uk.