

**Pupil Support  
Benefits**  
4<sup>th</sup> Floor  
Laurence House  
Catford  
London  
SE6 4RU

[www.lewisham.gov.uk/psenquiry](http://www.lewisham.gov.uk/psenquiry)

Dear Parent/Guardian

## Free School Meals

If you are in receipt of any of the following benefits you may be eligible to receive Free School Meals for your child:

- **Universal Credit – net earnings threshold of £7400 from April 2018**
- **Income Support**
- **Income-based Jobseekers Allowance or Employment and Support Allowance**
- **Child Tax Credit – net earnings threshold of £16190.00 from April 2018**
- **Guarantee element of pension credit**
- **Support under Part VI of the Immigration and Asylum Act 1999**

To apply for Free School Meals please go to

<https://schools.lewisham.gov.uk/SynergyWeb/Parents/default.aspx>

The screenshot shows a web browser window with the URL <https://schools.lewisham.gov.uk/SynergyWeb/Parents/default.aspx>. The page content includes:

- Home icon and "Sign In or Create Account" link.
- Section header: **Free school meals, changing schools and free childcare for two-year-olds**
- Text: "If you are using this online application for the first time you will need to create an account. Please note that this account is only used for free childcare and free school meals applications and is not your main Lewisham Council online account."
- Text: "If you have created an account for free childcare and free school meals, please login using your email address and password to view your children details and apply."
- Text: "Find out how the admissions service is responding to COVID-19 - please click on the link below which will take you to our website where you will find up to date information."
- Link: <https://lewisham.gov.uk/myservices/education/schools/school-admission>
- Text: "-Create an account or Login (Username will be your Email address)"
- Text: "Currently we are experiencing difficulty accepting PDF documents. Please can you upload either a JPEG, PNG or a Microsoft Word document to support your application. If you are unable to upload any of these type of documents please send via email to [schooladmissions@lewisham.gov.uk](mailto:schooladmissions@lewisham.gov.uk) stating your child's full name and date of birth so that we can match your documents with your application."
- Text: "We apologise for any inconvenience this may have caused"
- Text: "If you have any queries please contact the relevant team below:"
- List of contact emails:
  - Free school meals: [pupil.support@lewisham.gov.uk](mailto:pupil.support@lewisham.gov.uk)
  - Free childcare for two-year-olds: [free.entitlement@lewisham.gov.uk](mailto:free.entitlement@lewisham.gov.uk)
  - School in-year admissions: [schooladmissions@lewisham.gov.uk](mailto:schooladmissions@lewisham.gov.uk)
- Text: "To view Lewisham Privacy Notice click on below link:"
- Link: <https://lewisham.gov.uk/about-this-site/privacy/cyp/privacy-notice-early-years-quality-and-sufficiency-service>

**You will need to create an account or log into an existing account and submit an online application.**

**To create an account please add the following information:**

- Your full name and date of birth as registered with HMRC(Tax Office) or DWP (Child Benefit and Universal Credit)
- Your full address as registered with the above agencies (if your address is out of the borough you will receive a warning banner; please scroll to the bottom of the page and press continue)
- Your email address

Once you are registered an e-mail notification will be sent requesting you to verify your account. Click on the link to access the online application.

## Sign In

Sign in or create an account with us.

Enter your username

Mail@mail.co.uk

Next

Create Account

Select unless you have an existing account

## Create Account

### Personal Details

Title \*  ✓

Forename \*  ✓

Middle Name

Surname \*  ✓

### Contact Details

Email Address \*  ✓

Confirm Email \*  ✓  
Emails Match

Daytime Number  ✓

Evening Number

Mobile Number  × ✓

### Address

### Address

#### Search for an Address

Search for an address using the fields below

Primary

Postcode  ✓

### Account Security

New Password \*  ✓  
Password meets requirements

Confirm Password \*  ✓  
Passwords match

Enter YOUR details as the record will be for YOU and will list your children. Children can be added after the email address is verified

Search and select the address  
Password example London1\$  
Select

**To complete the online form please enter the following mandatory information:**

- Your National Insurance number (NINO) in full as registered with HMRC and DWP
- Your date of birth in full as registered with HMRC and DWP
- Your contact details in full preferably your e-mail address and telephone number

Select Next

You will then see your information details and you can edit your name and address and add your NI (or NASS) number and date of birth. (Please note that if you are No Recourse to Public Funds you should contact Pupil Support on the enquiry link at the top of this guide for more information)



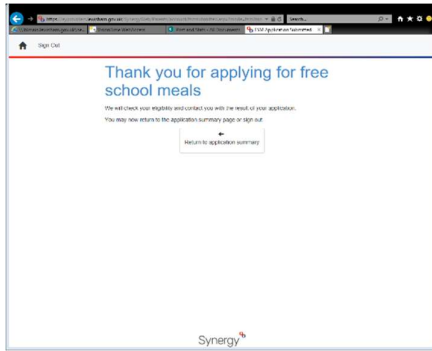
**Please add all of your children who are of school age including the following details for each child (If your child is already on your record you do not need to add them. You can check the children already added by scrolling down the screen):**

- Your child's full name as shown on their birth certificate
- Your child's full address
- Your child's date of birth in full
- The name of the school they are attending and the date they started



You will need to add your NI (or NASS) number and date of birth if you are submitting a first application. These details will be saved on future applications.

**After you have submitted the online form you will see the confirmation screen.**



Once your application has been submitted and processed a letter will be sent to you advising you of the outcome of the application.

If your application is successful your child's school can claim the Pupil Premium funding of £1455.00 for primary pupils, or £1035.00 for secondary pupils to benefit your child.

**August and September are the busiest times for applications and can lead to delays in processing. Please try to avoid these times if possible.**

**(Reception Year and Year 7 applications can be processed from April onwards. This follows the introduction of Transitional Protection by the government in April 2018 which guarantees all children of successful applications will remain eligible until the end of Universal Credit Rollout in 2025)**