

29th June 2026

Dear Parent/Carer,

Important Changes to Free School Meals Eligibility

I am writing to inform you of important national changes to Free School Meals eligibility and the way in which eligibility will now need to be checked and confirmed each academic year.

From the 2026–2027 academic year, Free School Meals eligibility is changing. Under the updated guidance, children from households receiving Universal Credit may now be entitled to receive Free School Meals.

As part of these changes, Free School Meals eligibility must now be checked every year. This means that all parents/carers who believe their child may be eligible will need to complete an eligibility application for the new academic year, even if their child has previously received Free School Meals.

This is an important process because **eligibility is not automatically carried forward** without the correct checks being completed. The academy must ensure that all information is accurate and up to date so that eligible students receive the support they are entitled to.

Completing the eligibility check helps to ensure that:

- your child receives a free school meal if they are eligible;
- the academy has the most accurate and up-to-date information;
- the academy can plan meal provision effectively;
- the academy receives the correct funding to support eligible students and families.

Parents/carers can complete the eligibility check in one of two ways.

Option 1: Complete the eligibility check online

Please complete the online Free School Meals eligibility form using the link below:

<https://apply.cloudforedu.org.uk/>

You may need the following information to complete the check:

- parent/carer full name;
- parent/carer date of birth;
- National Insurance number or National Asylum Support Service number;
- child's full name and date of birth;

Telephone: 0121 359 9400

Email: info@boa-digital.co.uk

- details of any qualifying benefit, where required.

Option 2: Complete a paper application form

If you are unable to complete the eligibility check online, you can complete the paper application form which will be accompanied with this letter.

Please return completed paper forms to the academy as soon as possible so that eligibility can be checked and confirmed.

All applications should be completed by:

Friday 10th July.

Please note that if eligibility is not provided, checked and confirmed, your child may not be recorded as eligible for Free School Meals for the academic year.

If your circumstances change during the year, for example if you begin receiving Universal Credit or another qualifying benefit, you should complete an application at that point so that eligibility can be checked.

We strongly encourage all families who think they may be eligible to complete the application. Even if you are unsure whether you qualify, it is worth completing the check.

If you require any support completing the online form or paper application, please contact the academy using the details below:

info@boa-digital.co.uk

Thank you for your support in ensuring that all eligible students receive the provision they are entitled to.

Yours sincerely,

Marie Bagley
Office and Administration Manager

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