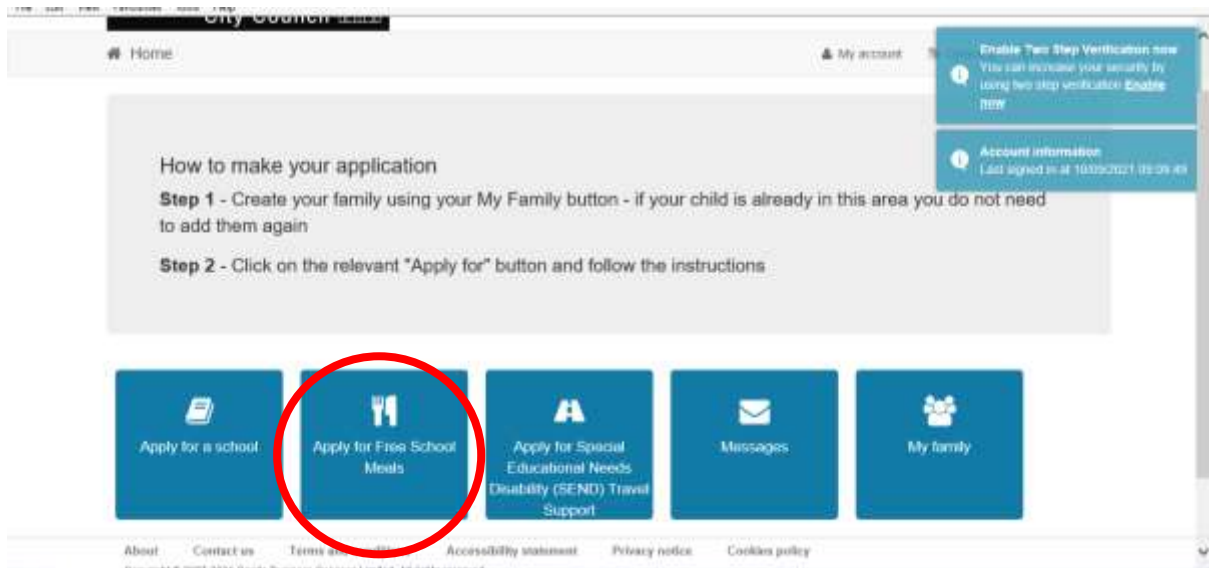
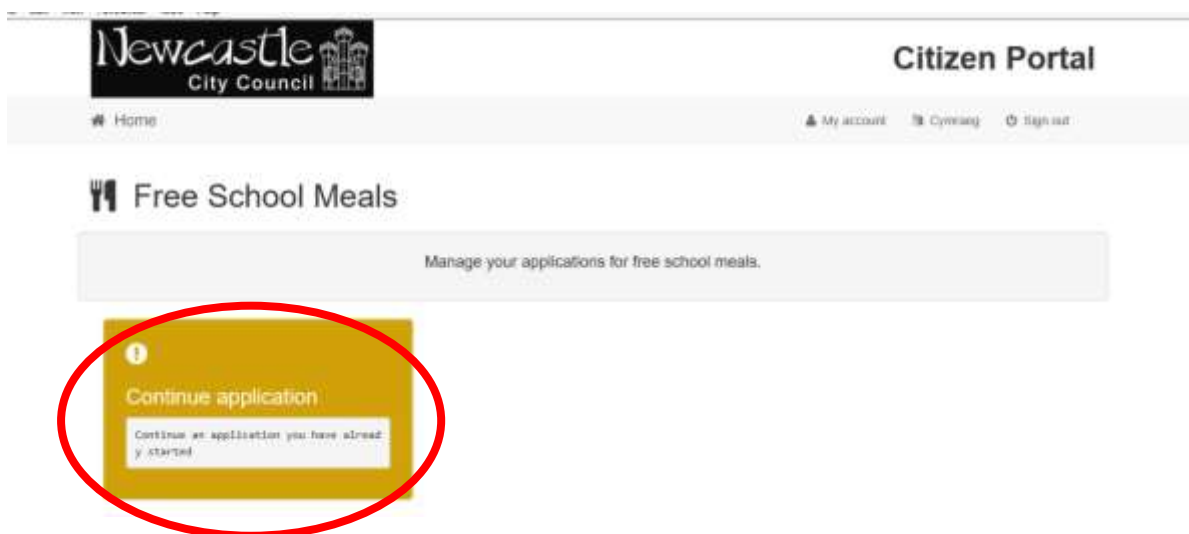


Using the Citizen's Portal to apply for Free School Meals

From your home page, click on "Apply for Free School Meals"



You will be given an option to start a new application (or if you have already applied, to continue an application). Click on this button.



Step 1 - Enter your details on the form, choose which children to include in your application or add a new child.

Free School Meals

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Your Details

Information provided on this page will be used to confirm your eligibility with the Department for Work and Pensions (DWP)

Your current dependents details

Date of Birth (Please enter DOB in this format 23-December-2006)

79-December-2003

Identity number

- National Insurance number
NH45732570
- National Asylum Support Service number

You can change your details from my account. Contact details

Address
Chief Executive's Office, People Directorate, Civic Centre, Newcastle upon Tyne

Home phone number

Mobile phone number

Gender
Male

Test Test

Current school Not known
Gender Female
Date of birth 06-Oct-2010
Do you have parental responsibility for this child? Yes
Relationship to child Step Father
School free school meals to be claimed at
Select school
Include in application Yes

Transfer child Test

Current school Not known
Gender Female
Date of birth 20-Apr-2011
Do you have parental responsibility for this child? Yes
Relationship to child Step Father
School free school meals to be claimed at
Select school
Include in application No

TEst Test

Current school Not known
Gender None
Date of birth 16-Dec-2017
Do you have parental responsibility for this child? Yes
Relationship to child Carr
School free school meals to be claimed at
Select school
Include in application No

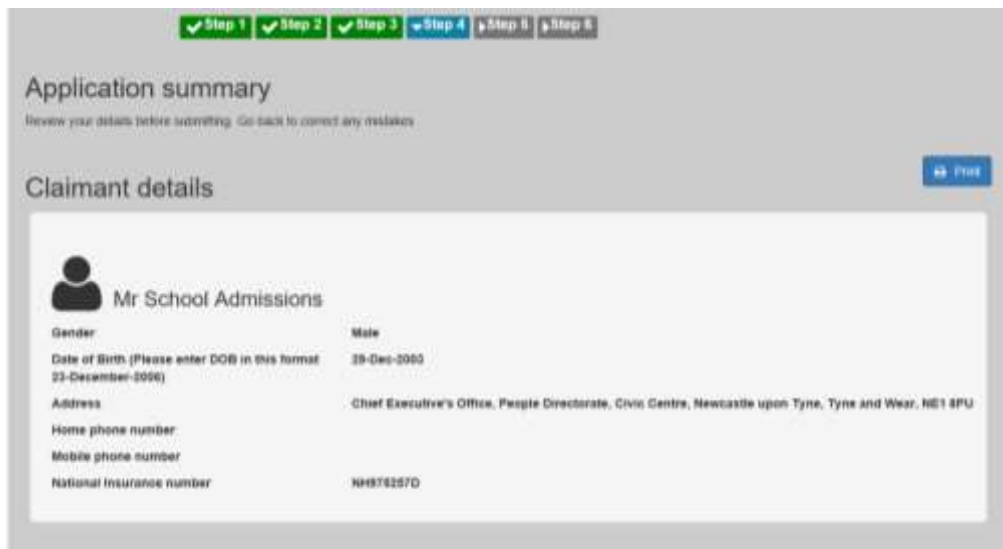
[Add child](#) [Back](#) [Continue](#)

Step 3 - Let us know if your children were previously on free school meals in another local authority so we can check if you have protection.




The screenshot shows the 'Free School Meals' application progress bar with Step 3 selected. Below the progress bar is the heading 'Additional information'. A text box contains the question: 'Are your children currently on free schools meals in a different local authority? If Yes and the result of this application is Not Eligible, email admissions.information@newcastle.gov.uk'. A radio button labeled 'No' is selected. At the bottom, there are 'Back' and 'Continue' buttons.

Step 4 – Check the details are correct



The screenshot shows the 'Application summary' page. The progress bar indicates Step 4 is selected. The heading is 'Application summary' with a sub-heading 'Review your details before submitting. Go back to correct any mistakes'. A 'Print' button is visible. Below is the 'Claimant details' section with a profile icon and the name 'Mr School Admissions'. The details listed are: Gender: Male; Date of Birth: 29-Dec-2066; Address: Chief Executive's Office, People Directorate, Civic Centre, Newcastle upon Tyne, Tyne and Wear, NE1 8PU; Home phone number; Mobile phone number; National Insurance number: NH976257D.

Step 5 – tick the box to confirm you agree to the declaration and click accept



The screenshot shows the 'Newcastle City Council Citizen Portal' header. The progress bar indicates Step 5 is selected. The heading is 'Declaration by parent or guardian'. The text reads: 'I agree that the information on this form is correct. I give permission to Newcastle City Council to check my eligibility status and hold my details to make further checks. This process complies with the GDPR statement that you have already agreed to when registering to use the Citizen Portal.' A checkbox labeled 'I confirm that I have read and agree to the declaration' is checked and circled in red. An 'Accept' button is also circled in red. At the bottom, there are 'Back' and 'Accept' buttons, and a footer with links: About, Contact us, Terms and conditions, Accessibility statement, Privacy notice, Cookies notice.

Step 6 – your results. Usually this will tell you that you are eligible or not. Sometimes it will ask you to check your details (this may be because you have mis-spelled something or the Department of Work and Pensions has slightly different information on you, such as a previous surname.) You will also receive an email.

If you receive a “not eligible” response but believe you do meet the criteria, contact admissions.information@newcastle.gov.uk who can complete a manual application



The screenshot shows a web interface for 'Free School Meals'. At the top right, there is a logo of a fork and knife next to the text 'Free School Meals'. Below this is a progress bar with six steps: Step 1, Step 2, Step 3, Step 4, Step 5, and Step 6. Steps 1 through 5 are marked with green checkmarks, while Step 6 is marked with a blue downward arrow. The main heading is 'Eligibility result'. Below it, a message states: 'The check for Free School Meals eligibility was not successful, you will receive a message with further details about the next steps.' A light blue box contains the text: 'The details entered to run a check may be incorrect. Please check, update information where appropriate and re-run the check.' Underneath, it says 'Your application reference number' followed by 'Transfer child Test : FSM-2109-1QE0SCF3'. At the bottom, there is a small green button labeled 'Finish'.