



Income-based Jobseekers Allowance  
 Income-related Employment and Support Allowance (ESA)  
 Support under part VI of the Immigration and Asylum Act 1999  
 The guarantee element of State Pension Credit  
 Child Tax Credit (provided they are not entitled to Working Tax Credit) and have  
 Revenue and Customs (HMRC)  
 Working Tax Credit run-on . paid for 4 weeks after you stop qualifying for  
 Working Tax Credit  
 Universal Credit with net earned annual income not exceeding the equivalent of  
 £7,400 per annum (after tax and not including any benefits received).

Please note that Working Tax Credit is not a qualifying benefit for free meals, and a parent or learner in receipt of Working Tax Credits only, is not entitled to a free meal.

Transitional protection arrangements to Universal credit are:

Learners already receiving free meals on or after 1 April 2018 continue to be eligible to receive free meals up until March 2025 and then until the end of their phase of education. This also applies to students who were eligible for free school meals (FSM) prior to moving into further education provision.

A Learner who becomes eligible for free meals after the threshold has been introduced will also continue to receive free meals until March 2025 and then until the end of the course they are enrolled on. This will apply even if they subsequently become ineligible during this period because their household earnings rise above the new threshold.

### 2.3 Residency

Students must also satisfy the residency criteria set out in the Education and Skills Funding Agency (ESFA) Funding regulation guidance 2023 to 2024 academic year as detailed below:

Students must have been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for at least 365 days in the 12 months immediately preceding the start of the course, leave to enter or remain (ILE/ILR), being an Irish citizen or having the right of abode in the UK. - Learners who are eligible include:

- British citizens who hold a United Kingdom of Great Britain and Northern Ireland passport.
- Irish citizens
- European Union

- (resident in the UK before 1 January 2021) with settled status.
- Learners who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021.
- British Dependent Territory Citizens (now known as British Overseas Territory Citizens).
- Those whose passports have been endorsed to show they have right of abode in the UK.
- Those who have a certificate of naturalisation or registration as a British Citizen.
- Those with Hong Kong British (Overseas) (BN(O)) visa who have been given Home Office permissions to reside in the UK.

In addition to considering the groups outlined above, the ESFA will also consider the following groups of students to be eligible for funding.

- a) People with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses, civil partners and children
- b) People with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the 3 years immediately preceding the start of the course)

In addition to the groups above, the ESFA will also consider the following groups of students (including those who may not have lived in the UK for the last three years) aged up to and including the age of 18 as eligible for funding.

- a) Those who are accompanying or joining parents or spouses or civil partners<sup>2</sup> who have the right of abode or leave to enter or remain in the UK (or accompanying or joining relevant family members, usually parents, who are UK or Irish citizens), or those who are children of diplomats.
- b) Those who are dependants of teachers coming to the UK on a teacher-exchange scheme.
- c) Those who are residing legally in the UK (including those entering the UK in the last 3 years who are or were not accompanied by their parents) who are British (or Irish) citizens or those whose passports have been endorsed (or as part of move to digital immigration systems, either a biometric residency permit (BRP), or an equivalent digital status and/or an endorsement letter) to either show they have the right of abode in this country or to show that they have no restrictions on working in the UK
- d) Those who are dependants of adults residing legally in the UK who have been given immigration rights as workers to reside in the UK
- e) Those who are dependants of foreign students where the accompanying parent or legal guardian has a student visa (the accompanying parent or legal guardian is excluded from funding)
- f) Asylum seekers.
- g) Those having been granted leave under section 67 of the Immigration Act

<sup>2</sup> All eligibility references to a spouse should now be read to include a person who has participated in either a formal state-recognised marriage or a state-recognised civil partnership ceremony.





## Appendix 1: Application form for the provision of free meals

Please complete the form and submit it together with your supporting evidence to the College Administrator by 30<sup>th</sup> June 2024.

Title	
Surname	
First name	

Address





**Office Use Only**

<b>Eligibility Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Evidence seen and copy taken (originals returned)</b>
<b>Age</b>			
Learner aged 16, 17 or 18 on 31st August 2023)			Not needed
Learners aged 19+ continuing on a study programme commenced aged 16-19 or			Not needed
Learner aged 19-25 on 31 August 2023 and has an Education, Health and Care Plan (EHCP).			Not needed
<b>Residency</b>			
Declared that applicant satisfies the residency criteria set out by the Education and Skills Funding Agency (ESFA) . see section 2.3 of the Provision of Free meals policy.			Not needed
<b>Eligible Benefits</b>			
Income Support			
Income-based Jobseekers Allowance			
Income-related Employment and Support Allowance (ESA)			
Support under part VI of the Immigration and Asylum Act 1999			
The guaranteed element of State Pension Credit			
Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HM Revenue and Customs (HMRC)			
Working Tax Credit <b>run-on</b> . paid for 4 weeks after you stop qualifying for Working Tax Credit			
Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum or meets transitional protection arrangements to Universal credit Threshold 1, 2 or 3 <sup>5</sup>			



<b>Checking Eligibility</b>			
I confirm the application meets the 3 parts of the Eligibility Criteria and copies of the benefit proof have been taken and retained.			Name Signature  of College Administrator Date
<b>Authorisation to fund</b>			
I confirm I have reviewed the application and authorise the funding.			Name Signature  of Principal of College or Business and Contracts Manager Date
Amount Funded £	FM	DB	
<b>When authorized</b> if DB Business and Contracts Manager to make financial arrangements from Restricted Funds.			Name Signature  of College Business and Contracts Manager Date
<b>When authorized</b> Free Meals log updated with details of funding approved.			Name Signature  of College Business and Contracts Manager Date
<b>When authorized</b> College Administrator to inform Operations Manager and arrange purchase of meals via petty cash or credit card Or Raise a Purchase order and process payment of a submitted invoice. From the Free Meals Restricted Fund and/or Bursary Fund			Name Signature  of College Administrator Date
<b>When authorized</b> College Administrator to inform College Data Officer to add FME2 designation for the ILR .			Name Signature  of College Administrator Date