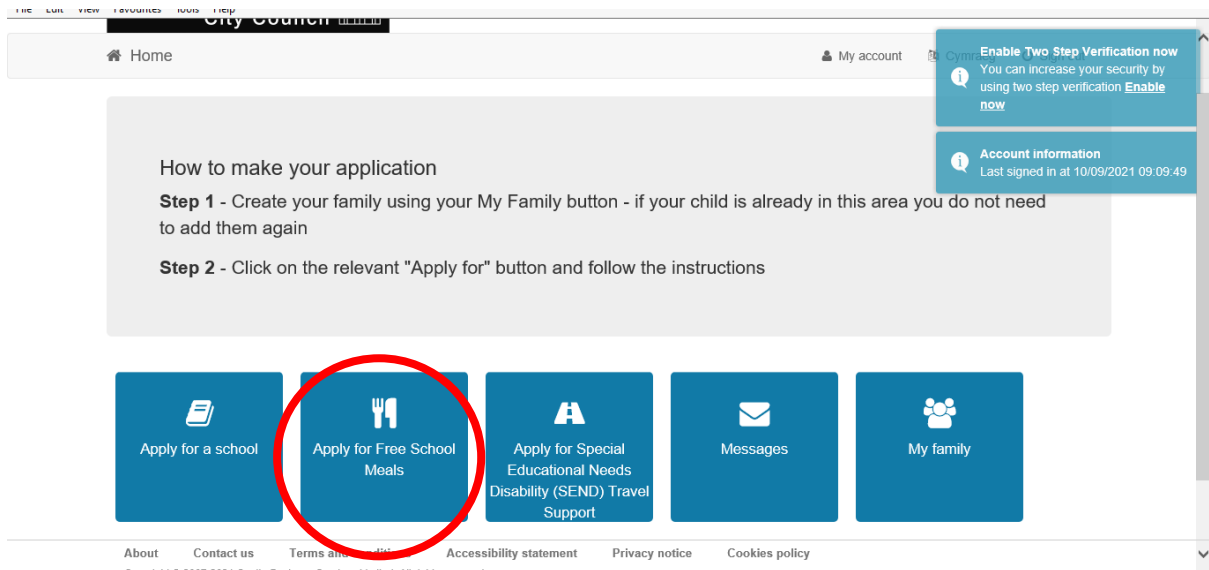
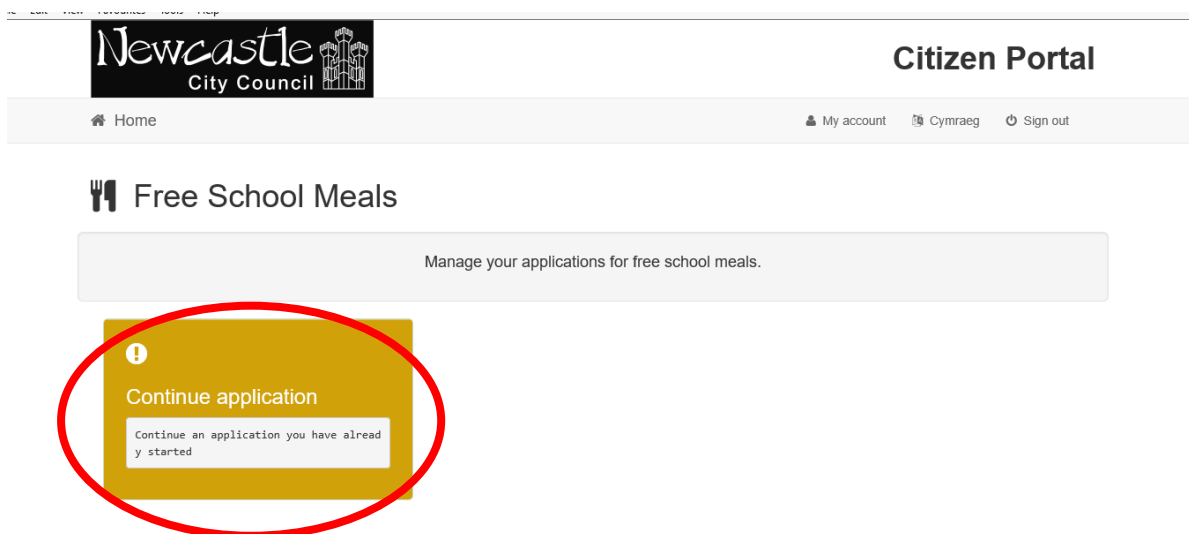


## Using the Citizen's Portal to apply for Free School Meals

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)**  
29-December-2003

**Identity number**

- National Insurance number  
NH975257D
- 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

**Home phone number**

**Mobile phone number**

**Gender**  
Male

**Test Test**

**Current school** Not known  
**Gender** Female  
**Date of birth** 09-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** Male  
**Date of birth** 16-Dec-2017  
**Do you have parental responsibility for this child?** Yes  
**Relationship to child** Carer  
**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 interface. At the top, there is a progress bar with six steps: Step 1 (checked), Step 2 (checked), Step 3 (active), Step 4, Step 5, and Step 6. Below the progress bar is the heading 'Additional information'. The main content area contains a 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'. There is a radio button labeled 'No' which is selected. At the bottom left is a 'Back' button and at the bottom right is a 'Continue' button.

**Step 4** – Check the details are correct

The screenshot shows the 'Application summary' page. The progress bar at the top indicates Step 4 is active. The heading is 'Application summary' with a sub-heading 'Review your details before submitting. Go back to correct any mistakes'. There is a 'Print' button on the right. Below this is the 'Claimant details' section, which includes a profile icon and the name 'Mr School Admissions'. The details are as follows:


Gender	Male
Date of Birth (Please enter DOB in this format 23-December-2006)	29-Dec-2003
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	NH975257D

**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. Below the header is a navigation bar with 'Home', 'My account', 'Cymraeg', and 'Sign out'. The main content area is titled 'Free School Meals' and shows the progress bar with Step 5 active. 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.' There is a checkbox labeled 'I confirm that I have read and agree to the declaration' which is checked and circled in red. At the bottom left is a 'Back' button and at the bottom right is an 'Accept' button, also circled in red. The footer contains links for 'About', 'Contact us', 'Terms and conditions', 'Accessibility statement', 'Privacy notice', and 'Cookies policy'.

**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](mailto:admissions.information@newcastle.gov.uk) who can complete a manual application

 **Free School Meals**

✔ Step 1 ✔ Step 2 ✔ Step 3 ✔ Step 4 ✔ Step 5 ▼ Step 6

### Eligibility result

The check for Free School Meals eligibility was not successful, you will receive a message with further details about the next steps.

The details entered to run a check may be incorrect. Please check, update information where appropriate and re-run the check

Your application reference number  
**Transfer child Test : FSM-2109-1QE0SCF3**

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application please contact us the addresses below: School Admissions and Free School Meals email [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk) SEND Transport [SENDTravelSupport@newcastle.gov.uk](mailto:SENDTravelSupport@newcastle.gov.uk)

**Finish**