

FREEDOM OF INFORMATION ACT 2000

Your request for information has now been considered and the Council's response to your questions is shown below.

You asked:

1) Do you use the online DfE Eligibility Checking Service to check ALL applications for Free School Meals? YES/NO

Yes

If NO, what method of checking eligibility do you use?

2) Do you periodically check whether claimants still meet the qualifying criteria? YES/NO

If YES, how often?

Yes, monthly

3) What is your procedure to advise parents that they are no longer eligible?

If a negative monthly check response is received, letters are sent to parents advising that they potentially no longer qualify and inviting them to produce evidence of continuing eligibility. A further reminder letter is sent after 14 days if no reply is received. After a further 7 days, a cancellation letter is sent to parents.

4) Do you have a policy to grant free school meals on compassionate grounds, where the applicant would not ordinarily qualify? YES/NO

No

If YES, can you explain what procedures you implement?

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any

such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

Information Governance Manager
Information and Support
Leicester City Council
FREEPOST (LE985/33)
New Walk Centre
LEICESTER LE1 6ZG
e-mail: info-requests@leicester.gov.uk

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.