



**SIMS**

helping  
schools  
inspire

# Online Free School Meals

Simplified free school meal administration

Encouraging take-up of free school meals and identifying your school's Pupil Premium funding is a common challenge schools and school groups are facing.

Online Free School Meals (OFSM) simplifies the free school meals process and encourages application submissions to be made confidentially, helping schools to identify their Free School Meal and Pupil Premium entitlement to drive the performance and well-being of disadvantaged students.

Up to  
**200,000**  
pupils entitled to free  
school meals are not  
claiming them, according  
to Government  
figures.

## Key features

- ✓ Identify eligible students for free school meals
- ✓ Identify your school's Pupil Premium entitlement
- ✓ Parents can either easily complete the application online or give the school consent to fill it in on their behalf
- ✓ OFSM automatically manages the entitlement for each child whilst they remain at the school
- ✓ Schools, parents and carers will receive a confirmation email once the application has been submitted
- ✓ OFSM complies with the DfE Eligibility Checking Service connection requirements
- ✓ Audit logs automatically record the activities of all users.

## Who benefits and how?



### Headteachers

Improve the performance and well-being of pupils by identifying and maximising your Free School Meal and Pupil Premium income.

### Administrators

OFSM simplifies the process by removing the paperwork, so you save time and money by simplifying your school's free school meals process.

### Parents and pupils

The OFSM system makes it easier for parents to apply for free school meals online and confidentially. By identifying your child's eligibility for free school meals, they could benefit from a free nutritious meal.

### Finance and business managers

Increase your school's budget by identifying all of your pupils who are entitled to Free School Meal and Pupil Premium income.

## Screenshots

Online Free School Meals Application - Demo

## 2. Your information

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

**Name \***  
If you are making this application on behalf of a parent/carer, you must enter their details, not your own.

Title Firstname Lastname

**Identification Number \***

**OR**

National Insurance Number National Asylum Support Service reference number

**Personal information \***  
If you have legal parental responsibility for the child but your relationship isn't listed, please select 'Legal Parental Responsibility'.

Date of birth (DD/MM/YYYY) Relationship to the child

A simple online application form for parents

CAPITA | SIMS helping schools inspire sda

## Free School Meals Application Form

You will need to make a new application for each child but your information will be remembered to help you to complete multiple applications quickly.

You may apply for eligibility on behalf of a parent/carer if you have permission to do so and their details.

**New application**  
Use this button if you are making a new claim for Free School Meals.

**Previous application**  
Use this button if you have a reference number and wish to continue with this (check eligibility status, un-apply, re-apply). You will need your application reference and your date of birth.

and

Application Reference Date of birth (DD/MM/YYYY)

[Go to SIMS's web site](#)

© 2012-2017 Software for Data Analysis Limited | SDA Privacy policy | SIMS

Make applications online and check the status of existing applications

## Want to know more about Online Free School Meals?

Telephone: **0800 170 7990**

Email: **info@capita-sims.co.uk**

Web: **www.capita-sims.co.uk/OFSM**

  
Follow us  
**@CapitaSIMS**

# CAPITA

Capita SIMS, Franklin Court, Priory Business Park, Cardington, Bedford MK44 3JZ  
Tel 01234 838080 | Fax 01234 832036 | Email [info@capita-sims.co.uk](mailto:info@capita-sims.co.uk) | [www.capita-sims.co.uk](http://www.capita-sims.co.uk)

Registered office 71 Victoria Street, Westminster, London SQ1H 0XA | Registered in England No. 2299747. Part of Capita plc.

SIMS5360 05/17

“Although parents do apply for free school meals, there are so many who don’t – either because they don’t realise that they are eligible, struggle with English as an additional language or don’t have the time or the capacity to fill in a paper form. We needed a system that would make it easier for parents and with OFSM, this can now be done confidentially.”

Sarah Nicholls, School Business Manager at Oswald Road Primary School