

# Guidance on registering for Free School Meals

To register online you will need to have a working email address

This is the link to the NCC website from which the link below is taken:

<https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

Use the link below to get started, it should bring up the screen below the link

[https://emsonline.nottsc.gov.uk/CitizenPortal\\_LIVE/Account/Login](https://emsonline.nottsc.gov.uk/CitizenPortal_LIVE/Account/Login)

The screenshot shows the Nottinghamshire County Council Citizen Portal. The header includes the council logo and the text 'Citizen Portal'. Below the header is a navigation bar with 'Home', 'Login', 'Register', and 'English/Cymraeg'. The main content area is split into two columns. The left column contains a login form with fields for 'Email address' and 'Password', a 'Login' button, and a link for 'Forgotten your password?'. The right column contains a welcome message and information about school admissions and free school meals queries, including contact details for the Early Years team.

If you don't already have a Nottinghamshire Citizen Portal account you will need to register. If you do already skip this step and log in.

If you need to register you will need to complete the online form as shown below

[https://emsonline.nottsc.gov.uk/CitizenPortal\\_LIVE/Account/Register](https://emsonline.nottsc.gov.uk/CitizenPortal_LIVE/Account/Register)

The screenshot shows the Nottinghamshire County Council Citizen Portal registration page. The header includes the council logo and the text 'Citizen Portal'. Below the header is a navigation bar with 'Home', 'Login', 'Register', and 'English/Cymraeg'. The main content area is titled 'Registration' and contains a form with the following fields: 'Email address', 'Confirm email', 'Password', 'Title', 'Forename', 'Surname', 'Gender', 'Find Address' (with a 'Postcode' field and 'Search' button), 'Home phone', 'Mobile number', and 'Work phone'. A 'Submit registration' button is at the bottom of the form. The footer contains links for 'About', 'Contact us', 'Terms and conditions', 'Privacy notice', and 'Cookies policy', along with copyright information.

Once registered/signed in you will have the following screen

**Nottinghamshire County Council** Citizen Portal

Home My account Sign out English/Cymraeg

**Welcome to the Citizens Portal**

You can use the citizen portal to apply for:

- support with nursery funding for two year olds
- free school meals
- school places

You will need to complete the **my family details** section before making your application. In this section you can also update your children's information.

If your personal details have changed (e.g. name, address) you should update your information in 'my account' at the top of this page.

**Click on the buttons below to apply.**

Free school meals School admissions Application for two year old funding Messages **My family details**

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You will need to update your family details. Click on the box indicated by the red outline above. You will have an option on this screen to add a child. Select this



You will then be taken to this screen – see below. Add details of each child in your household, making sure to select the default household or add another address if that is the child's main residence. Click Add child to complete the update.

**Nottinghamshire County Council** Citizen Portal

Home My account Sign out English/Cymraeg

Forename \* Middle Name \* Surname \* Gender \* Please select a gender Date of Birth \* dd/mm/yyyy Current School \* Please Select Current School Relationship to Child \* Please select

Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility \*  Yes  No  
If you have legal responsibility for this child, select Yes

Select address \*

Your default address will appear here update.

Cancel

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Once all children have been added return to this page and click on Free School Meals

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On this screen there is a link to check whether you should be using this service – there's no need to check as The Garibaldi School **does** use this service.

**Nottinghamshire County Council** Citizen Portal

Home My account Sign out English/Cymraeg

**Free school meals**

If your child attends a school that uses Nottinghamshire County Council's eligibility assessment service you can click on the apply button below. To check which schools use this service [click here](#). If your child already receives free school meals at a school that uses this service and they continue to attend a school that uses this service you do not need to reapply, providing you continue to [receive a qualifying benefit](#).

Apply

Back

Click on Apply to continue

This screen sets out information about the eligibility criteria for Free School Meals. Click on continue to proceed with you application. You application will be saved so you don't need to complete it in one go.

**Apply for free school meals**

You can apply through this portal if your child attends a **school** participating in Nottinghamshire's free school meals eligibility assessment service. To check schools that use service [click here](#). If your child is currently in an early years setting and not attending a maintained school, it is too early to apply for free school meals.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one of the benefits listed below. It is important that you register for free school meals as this will enable the child's **school** to claim pupil premium allocation. This also applies to children receiving early learning education in a maintained nursery before and after lunch. The pupil premium is additional funding given to publicly funded schools in England to raise attainment.

Qualifying benefits include:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

If your child qualifies for free school meals during the rollout period of universal credit, the free school meal entitlement will be authorised on transitional protection.

This means that:

- Any child eligible for free school meals at the point the threshold is introduced will retain their eligibility until the end of the rollout, March 2023 regardless of whether your circumstances change.
- Any child who becomes eligible during the rollout of universal credit (from 1 April 2018 to March 2023) will retain their eligibility until the end of the rollout, March 2023 regardless of whether your circumstances change.
- Once the rollout of universal credit is complete, any child that will lose their entitlement will continue to be transitionally protected until the end of their current phase of education.

Children attending maintained nurseries (within a school) will also qualify for a free school meal as long as they are receiving funded early years education before and after lunch.

[Cancel](#) [Continue](#)

On the next screen you need to add your personal details and can check you address and contract details. Children added on the My Family Details section will appear below. Make sure that you indicate you want these children to be included in the application by moving the toggle to yes.

Include in Application?  Yes

You need to add your date of birth and National Insurance number. Once filled in click Continue.

The next screen asks you to declare that you understand that Notts County Council can only carry out eligibility assessments for schools that participate in the service. Move the slider to Yes if this is understood and click Continue to proceed.

The screenshot shows the Nottinghamshire County Council Citizen Portal interface. At the top left is the council's logo. The page title is 'Citizen Portal'. A navigation bar includes 'Home', 'My account', 'Sign out', and 'English/Cymraeg'. The main content area is titled 'Free school meals' and features a progress bar with six steps: Step 1 (Introduction), Step 2 (Personal information), Step 3 (Additional information), Step 4 (Summary), Step 5 (Give consent), and Step 6 (Eligibility results). Step 3 is currently active. Below the progress bar, the heading 'Additional information' is followed by a text box containing the statement: 'I understand that Nottinghamshire County Council can only carry out free school meal eligibility assessments for schools that participate in Nottinghamshire County Council's free school meals eligibility assessment service.' Below this text is a blue 'Yes' button. At the bottom of the form are 'Back' and 'Continue' buttons.

You will then be given a summary of your application and the opportunity to print these details. Check this carefully before clicking on Continue.

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This will take you to the declaration screen. You have to tick to confirm and agree before proceeding by clicking on Accept. Read this information carefully.

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Once you click on Accept your eligibility result will be determined.