

Auto-enrolment (some families)

- In some cases, we can check whether families may be eligible for **Targeted** free school meals.
- We use information from **Council Tax Reduction** and compare it with DWP data.
- If your family is included, we will **write to you**. You can choose to opt out by following the instructions in the letter.
- If your child becomes eligible, we will write and **let you know**.

How to apply

What you'll need

- Your details (name, address, and date of birth)
- Your National Insurance number or NASS number
- Your child's details and school

1. Apply online using the Citizen's Portal:

newcastlelea.org/CitizenPortal_LIVE/en

- You can get an instant response

- You can apply for more than one child at the same time

2. Or apply by paper form (ask your child's school)



Need help or more information?

Talk to your child's school, or contact the School Admissions and Information Team at admissions.information@newcastle.gov.uk or call **0191 278 7878** (ask for School Admissions). Phone lines are open 9.00am to 2.30pm.



Free school meals

A quick guide for parents and carers – information from September 2026

Free school meals can help with the cost of living. The scheme also makes sure children can have a healthy meal during the school day. This helps them focus in class, stay well and supports their learning. This leaflet explains the different types of free school meals, who can get them, and how to apply.

