# Annex B: letter to parents and carers about pupil premium

*[College logo]*

***[College Address Details]***

***[Date]***

Dear Parent/s or Carer/s

**Pupil premium for 14– to 16 year-old pupils at colleges**

The government is giving money to schools and colleges to help improve the attainment of certain groups of pupils – this funding is called pupil premium. The government is also offering additional funding for the children of parents who are serving in the armed forces so these children can be provided with additional pastoral care.

With this money we could [*add in here specific examples how the college plans to use the pupil premium and service child premium*].

The pupil premium eligibility criteria includes pupils:

* who are currently registered as eligible for free meals (FM); or
* who are no longer eligible for FM but have been recorded as eligible in the last six years (“Ever 6” FM).
* In care or who have recently left care

The service premium is awarded for pupils who were eligible for the service premium since the January 2011 school census, as well as those recorded as a service child for the first time on the January 2016 school census. Full details are provided in [the Pupil Premium Conditions of Grant 2016/17](https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2016-to-2017) document published on GOV.UK.

**Please notify us if your child qualifies for the pupil premium or the service child premium by completing the form overleaf - make sure the college doesn’t lose funding which can be used to benefit your child.**

***No one will know you have registered and it will not affect any benefits you may be claiming.***

Yours sincerely,

[*Principal name*]

**Pupil premium - do you qualify?**

Please complete the following form and return to us by *[insert date].*

Pupil name:

Pupil home address:

Pupil date of birth:

**Please tick any/ all that apply:**

 My child is not currently entitled to Free Meals (FM) but I would like to apply. *[College can then follow this up]*

 My child is currently entitled to FM – please provide the date when they first became entitled: ………………………

 My child has been entitled to FM in the past six years but is no longer currently entitled to FM. Please specify the periods of FM eligibility:

Start date: ………………….. End date: …………………..

Start date: ………………….. End date: …………………..

Start date: ………………….. End date: …………………..

Start date: ………………….. End date: …………………..

 My child is in care or has recently left care ………………………

 I am currently a serving member of the armed forces and exercise parental care and responsibility for my child[[1]](#footnote-1).

 My child was eligible for the Service Premium in 2012-13 and/ or 2013-14 but I am no longer a serving member of the armed forces so my child would not qualify for the Service Premium under any other criteria.

Parent/ guardian name:

Parent/ guardian signature:

Date:

1. To be recorded as a Service Child the parents must be designated as Personnel Category 1 or 2. [The category descriptions can be found on GOV.UK.](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/49016/20071008Personal_Status_Categories_LandHIVE_IMU.pdf) [↑](#footnote-ref-1)