# 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 gives extra money to schools and colleges to help improve the achievement of some groups of pupils – this funding is called pupil premium. The government is also offering additional funding to schools and colleges 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*].

Pupils attract the pupil premium to their college if they are:

* currently claiming free meals (FM); or
* no longer eligible for FM but have claimed free meals the last six years (“Ever 6” FM).
* in care or who have left care through adoption or other formal legal routes (Child Arrangements Order, Special Guardianship Order)

The service premium is allocated to colleges for pupils who were eligible since the January 2013 school census, as well as those recorded as a service child for the first time on the January 2018 school census.  Full details are provided in the [Pupil premium: conditions of grant 2018 to 2019 - GOV.UK](https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2018-to-2019)

**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 does not lose funding which can be used to benefit your child.**

***This information will remain confidential. It does 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 previously been in care in England/Wales.

 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 Pupil Premium in one or more years since 2012, but I am no longer a serving member of the Armed Forces so my child is not currently classed as a Service child.

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)