

**HERTFORDSHIRE COUNTY COUNCIL
SCHOOLS FORUM**

13 January 2016

Agenda Item

***Information
Item***

DE-DELEGATED CHARGE FOR FSM ELIGIBLE PUPILS – INFORMATION ONLY

Report of the Director of Children's Services

Author:- Catherine Tallis
Tel:- 01992 555971

1. Purpose

- 1.1 To provide a breakdown of what is included in the £5 de-delegated charge for FSM eligible pupils as requested at 11 November's Schools Forum.

2. Summary

2.1 Services provided for each application:

- Answering calls and enquiries;
- Electronic check against the national eligibility checking service (hub);
- Confirmation letter or email to parent;
- Register for schools on SOLERO (and supplementary Universal Infant Free School Meals report where relevant);
- Monthly audit re-checking eligibility – reduces debt in schools by regular checking;
- Annual renewal process, liaising with admissions to update new schools;
- Letters to those no longer eligible each month (4%) – gives them opportunity to provide manual evidence if national system not updated.

2.2 Relevant operational statistics:

- 12,260 calls/emails (year ending 31 March 15) – and further 5,914 (1 April-31 October);
- 18,874 applications (including renewals) (to 31 March 15) and 13,598 (April to October ,including .renewals);
- 7,643 UIFSM applications (Jul to Oct 15), with 1,403 pupil premium eligible.