Guidance

Coronavirus (COVID-19) no recourse to public funds: free school meals guidance

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1. Introduction

This guidance will assist you to make a claim for additional pupil premium funding if both of the following criteria apply:

- if at any time between 1 April 2020 and 1 October 2020 you had any pupils eligible for free school meals who were not British citizens or granted to some children of parents who had recourse to public funds (NRPF)
- these pupils were on the school roll on the date of the October census (2 October 2020)

Claims can be submitted by:

- primary, secondary and all through maintained schools, academies and free schools
- maintained special schools, and special academies and free schools
- non-maintained and independent special schools
- pupil referral units
- alternative provision academies and free schools

Claims can be made at local authority, single and multi-academy trust as well as at individual institution level.

Schools are expected to identify pupils who were eligible in accordance with the eligibility criteria.

> You must not make a claim for any pupils who do not meet the criteria or were not on the school roll on October 2020.

These instructions are to help you complete the no recourse to public funds, free school meals additional pupil premium claim form. Complete this form if you have pupils who were British citizens and who were not counted as eligible for free school meals in the October 2020 census.

Claims can only be made by or on behalf of the eligible schools listed above.

2. When to claim

The deadline to submit your claims is 17:00 on 30 June 2021.

Claims can be amended up until 17:00 on 30 June 2021. It will not be possible to grant any extensions to the deadline.

3. Accessing the claim form

Access the no recourse to public funds, free school meals additional pupil premium claim form to begin your claim.

3.1 Before you start

If you are a school, local authority, single academy trust or a multi-academy trust

Before you start the claims process, please ensure that you:

- have the accompanying published guidance (this document)
- have a DfE Sign-in account
- are an eligible institution
- have confirmed numbers of eligible pupils who meet the criteria and for whom you will be claiming additional pupil premium

3.2 Accessing the form:

Log into your DfE Sign-in account:

1. Access the no recourse to public funds, free school meals additional pupil premium claim form
2. Log in to DfE Sign-in using your account information (username and password). If you have forgotten your password, select 'Forgot password'.
3. The next page will display the details we hold about the organisation you selected when you logged in. This will show the name, address, and URN or UKPRN of the organisation, as well as the name and email address of the person who logged into DfE Sign-in.
4. If the details are correct, click 'continue' to move to the next page.
5. If you believe they to incorrect then please contact the ESFA enquiry form and we will investigate.
7. Complete the form as instructed in the following sections.

Your account must be connected to the organisation you are completing this for.

> You do not need to add any services in DfE Sign-in. It's used for authentication only and the form will not appear in your list of services.

If pupils not have a DfE Sign-in account

You'll need to create one:

1. Access DfE Sign-in.
2. Select the create account button.
3. Enter your name and email address (it's best to use your work email address or one that is closely associated with your organisation).
4. We'll send you an email to verify your email address. Copy the code from this email and paste it into the box on the verification page.
5. Create a memorable password of 12 characters or more (we recommend joining 3 or more random words).
6. Sign in using your new credentials, and request access to the organisation that pupils attend.

Once your request to access an organisation has been approved, you can follow the steps outlined "Log into your DfE Sign-in account" to complete the form.

You might have received the term 'approver' when creating your account. An approver is someone at your organisation responsible for controlling who has access to DfE Sign-in and the services within the system. It's usually a senior person, such as an administrator or manager.

For security reasons you'll need the approval of one of your organisation's approvers before you can access the form.

3.3 If you need further assistance

If you're having problems using the DfE Sign-in service, use our DfE Sign-in help service. You'll be able to request further assistance if required. When raising support request, please select 'other'.

If you believe you are eligible to claim but have problems accessing the form, please contact us.

4. Completing the form

There is no new facility on the form to preserve data as the information needs before starting the sign-on process. If your form is open for an extended period, you may lose any information entered to that point and will need to log in and re-enter this information again.

The form presents you with a question which allows you to submit a claim for additional pupil premium funding for pupils who have no recourse to public funds, meet the required criteria, who were eligible for free school meals between 1 April to 1 October 2020 and who were not counted as eligible for free school meals in the October 2020 census.

You will be advised on what will happen next once you have submitted the form. Clicking 'continue' on each page will take you through the process.

5. If you are applying as a single school, academy or single academy trust

5.1 Your details

This page will display the details we hold about the organisation you selected when you logged into DfE Sign-in. For a single school or academy, this will show the establishment name, URN, and the postal address of the establishment as well as the name and email address of the person who logged into DfE Sign-in.

5.2 Your details

This page will display the details we hold about the organisation you selected when you logged into DfE Sign-in. For a single school or academy, this will show the establishment name, URN, and the postal address of the establishment as well as the name and email address of the person who logged into DfE Sign-in.

5.3 Submission

You will be asked if you had any pupils on roll at 1 October 2020 who met the 'no recourse to public funds' criteria at any point between 1 April to 1 October 2020?

> You should only include any pupils who were not recorded as eligible for free school meals in the October 2020 census.

When answering 'yes' to this question, you will need to enter the number of pupils who were eligible.

You will be required to enter the number of eligible pupils depending on your institution:

- primary (reception to year 6 pupils)
- secondary (year 7 to 11 pupils)

You will then be taken to the summary page.

Checks will be made to ensure only eligible pupils are claimed for in accordance with the eligibility criteria.

5.4 Summary page

You'll then be asked to check all your answers before submitting your claim. You'll be able to see the information you have submitted and will see your number of eligible pupils confirmed for the individual school, academy or single academy trust.

Please check your answers before submitting your claim form. If you'd like to change any answers, use the 'change' links provided.

5.5 Declarations

Finally, we ask you to read and accept several declarations to confirm that:

- you have the authority to submit a claim for the institution and understand that as a recipient of public funding the institution is responsible for protecting public money
- the institution will retain records to substantiate this claim and make them available to the Department for Education (DfE) and Education and Skills Funding Agency (ESFA) on request and understand that any funding provided may be recovered in part or in full if any conditions are not met
- the details entered in this claim are correct and accurate, relate only to the coronavirus (COVID-19) no recourse to public funds free school meals additional pupil premium funding in accordance with the guidance and meet the criteria published by DfE and ESFA
- you certify that all additional pupil premium claimed relates to eligible pupils who, on the October 2020 census, were British citizens and who were not counted as eligible for free school meals in the October 2020 census, and who were not counted as eligible for free school meals in the October 2020 census.

> You will not be able to submit your claim without agreeing to each of these declarations by ticking and then you click the 'accept and send' button.

You'll see a message confirming that your claim has been submitted for the individual school or academy.

5.6 Confirmation

The final page confirms your claim has been submitted successfully for the individual school or academy and will give you a unique reference number against your submission.

You'll also receive an email which includes your claim reference number. This will also confirm the number of eligible pupils you have claimed for.

We'll then review your claim and may contact you if additional information is required.

5.7 Resubmitting your claim form

If you've incorrectly submitted your claim, you'll be able to amend and resubmit the claim until 17:00 on 30 June 2021 when this claim window will close.

To do this, you'll need to access the no recourse to public funds, free school meals additional pupil premium claim form and amend the relevant information.

Please be aware that local authorities and multi-academy trusts can also submit and amend claims for individual schools.

If you wish to withdraw your claim, please contact us via the ESFA enquiry form.

6. If you are applying as a local authority or multi-academy trust

6.1 Your details

This page will display the details we hold about the organisation you selected when you logged into DfE Sign-in.

For local authorities, the details on this page will show the name of the local authority, local authority number and the name and email address of the person logged into DfE Sign-in. The same will apply to multi-academy trusts, where the details will show the name of the trust and the UID number.

6.2 Your schools

You will not be presented with a drop-down list of all the establishments in your organisation, including their names and URNs. Select an establishment and click continue.

6.3 Submission

You will be asked if you had any pupils on roll at 1 October 2020 who met the 'No recourse to public funds' criteria at any point between 1 April to 1 October 2020?

> You should only include any pupils who were not recorded as eligible for free school meals in the October 2020 census.

When answering 'yes' to this question, you will need to enter the number of pupils who were eligible.

You will be required to enter the number of eligible pupils depending on your institution:

- primary (reception to year 6 pupils)
- secondary (year 7 to 11 pupils)

You will then be taken to the summary page.

Checks will be made to ensure only eligible pupils are claimed for in accordance with the eligibility criteria listed in the published guidance on GOV.UK (https://www.gov.uk/government/publications/coronavirus-covid-19-no-recourse-to-public-funds-free-school-meals/coronavirus-covid-19-no-recourse-to-public-funds-free-school-meals-guidance#your-schools).

Local authorities and multi-academy trusts can, or has made an individual claim, which will then take you back through the form and allow you to amend any data previously provided.

6.8 Resubmitting your claim form

If you've incorrectly submitted your claim, you'll be able to amend and resubmit the claim until 17:00 on 30 June 2021 when this claim window will close.

To do this, you'll need to access the no recourse to public funds, free school meals additional pupil premium claim form and amend the relevant information.

Please be aware that local authorities and multi-academy trusts can also submit and amend claims for individual schools.

If you wish to withdraw your claim, please contact us via the ESFA enquiry form.

7. Enquiries

If you require further guidance and have any questions about claiming additional pupil premium for pupils eligible under the no recourse to public funds criteria, please raise a school enquiry, extension, or how to complete the service form, please use the ESFA enquiry form.

When completing the enquiry form, select 'other' as your query type.

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