

## **Registering for Universal Infant Free School Meals / Applying for Free School Meals**

You can register/apply online for your universal infant free school meal / free school meal by using the Parent Portal which is part of the existing school admissions online system. Re-visit your account at [www.solihull.gov.uk/fsm](http://www.solihull.gov.uk/fsm) and after logging on, click on the free school meal button where you are required to provide three pieces of additional information.

The first screen will show your name and address (this can be changed) and your child/children's details. If you have to add another child click on the add child button and after adding the name click again on the free school meal/universal infant meal button and you will see the screen where you add your additional details name, date of birth, national insurance number. Once completed press submit to send the application and if it has gone through you will receive an email confirming that your application has been sent. Applications are normally processed within five working days but at busy times this may take a little longer. If you do not have an account you can create a new one by clicking on register in the top left corner of the screen and you will then be able to make an application.

Please ensure applications are submitted by **20<sup>th</sup> July 2020** where possible as this will enable the Solihull MBC Free School Meal Team to process applications prior to the start of the autumn term in September. If you are unable to apply by that date you will still be able to apply online but please note applications are processed on a first come first served basis.

Further information and a link to the online Parent Portal can be found on the Solihull MBC website [www.solihull.gov.uk/fsm](http://www.solihull.gov.uk/fsm)

**Please Note: If you already receive free school meals for your children and there are no changes to your details there is no requirement to re-apply as your free meal entitlement will transfer to your child's new school as long as the previous school was a Solihull School.**

**If your child's previous school was not a Solihull School you will have to make an application to this local authority as your entitlement will not transfer.**