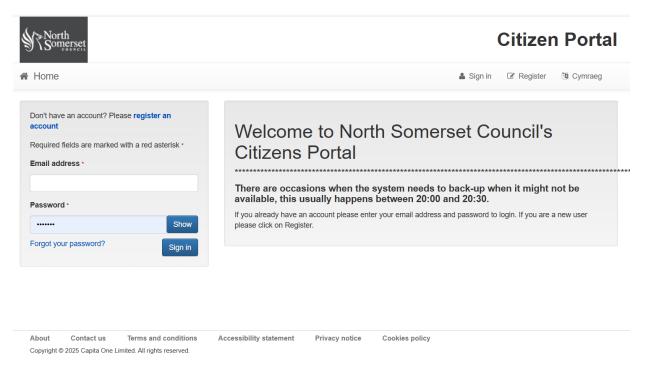
Free School Meals application step by step guide

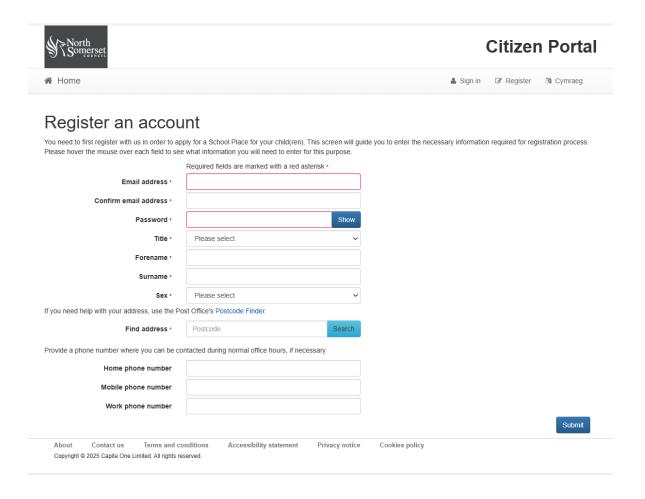
Please go to www.n-somerset.gov.uk/freeschoolmeals to read the criteria and if you need to apply.

Press apply for free school meals on the Citizen's Portal to log in or register for a Citizen's Portal account to apply. It will take you to the Citizen's Portal log in page.

North Somerset Council's Citizen Portal:



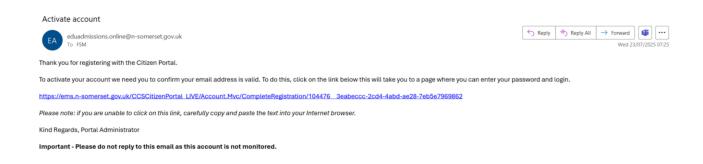
Please fill in the details, then press submit.



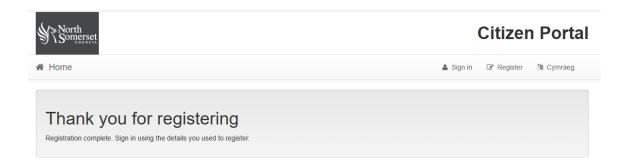
After registering you will need to activate your account:



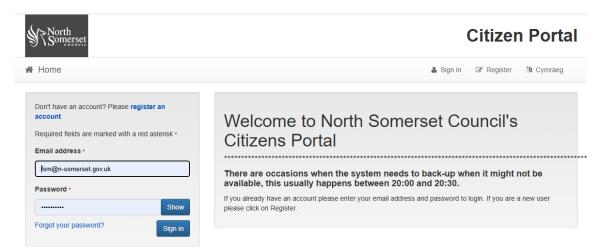
The system will send an email to you, please click the link in the email. The link will be specific to you:



You will get confirmation of registration:

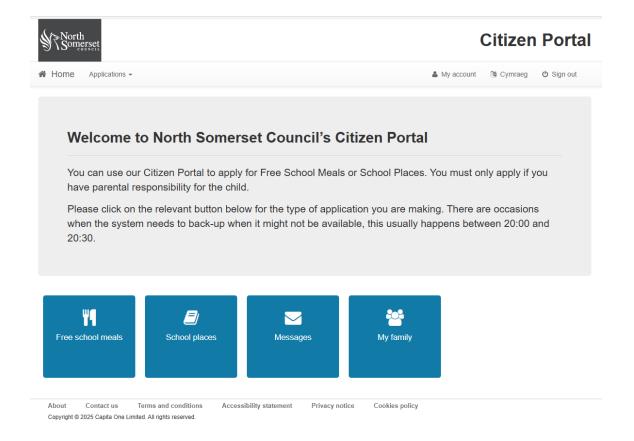


Please sign in:

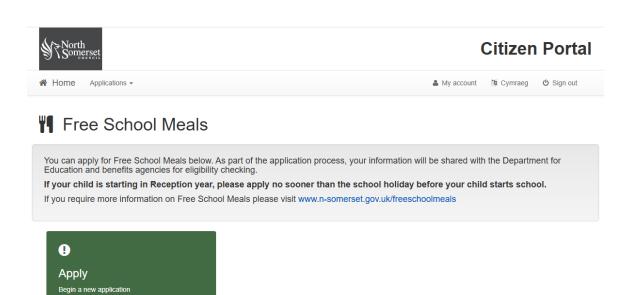


The Free School Meals Application:

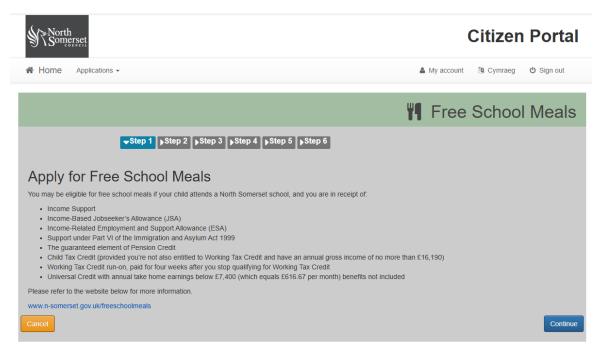
Press the Free School Meals button on the following screen:



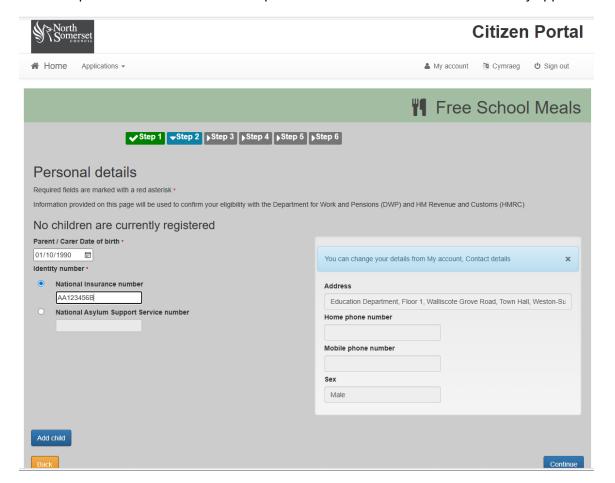
Press Apply on the following screen:



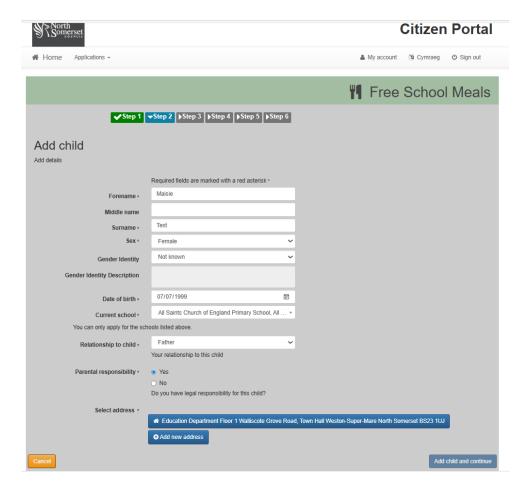
Press Continue on the following screen:



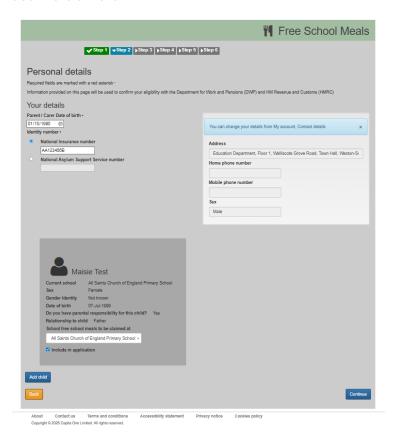
Fill in the parent/carer details and then press Add Child if the child doesn't already appear:



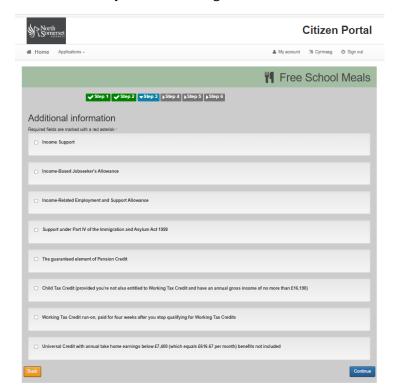
Fill in the child details, make sure you press the address you want to use; it will change the blue address box to a white box. Press Add child and continue.



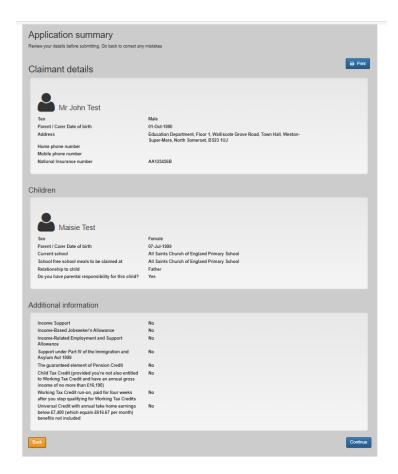
Make sure the child has a tick to include them in the application as below. Press continue or add more children.



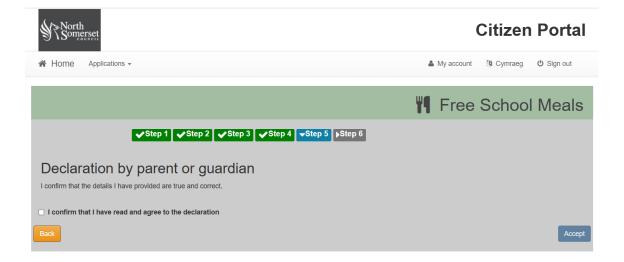
Tick the benefit you are receiving:



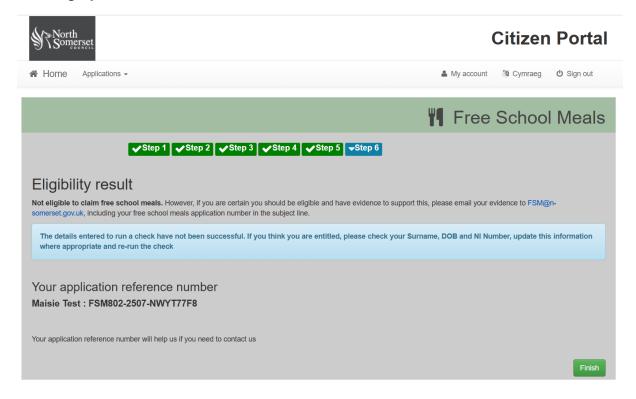
Check the application summary:



Tick the declaration:



You will get your result on screen:

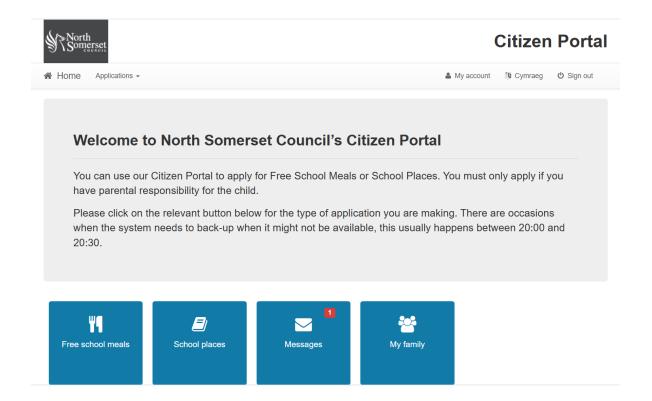


You will also get an email to check the system:

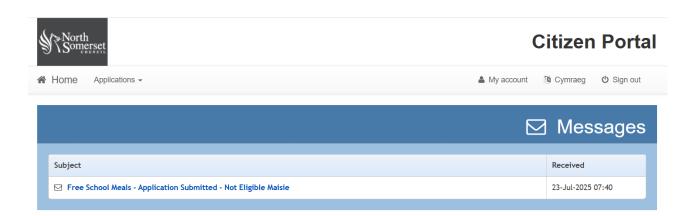


Hello, You have received a new message on the Citizen's Portal To view the message and take any actions required. Kind Regards, North Somerset Council - School Admissions Team & Free School Meals Team

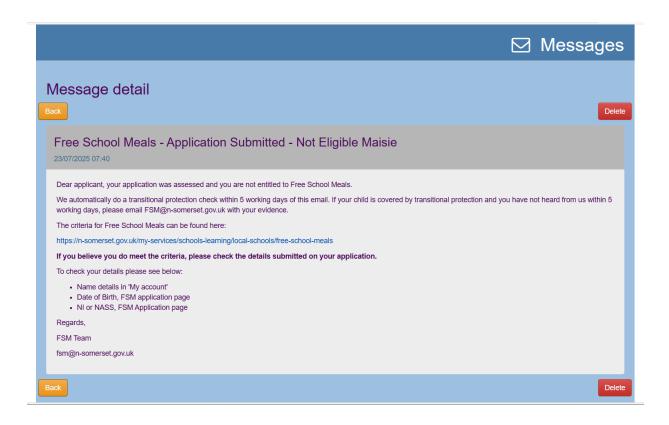
When checking the system, go to Home, and to messages:



You can see all past messages:



Click on the message to read it:



If you get an entitled result, schools will be informed via the weekly free school meals report.