

CHECKING ELIGIBILITY FOR FREE MUSIC LESSONS

PROCEDURE

New Applicants

1. Music Service to ask parent to complete revised application form and sign declaration.
2. Music Service to contact Free School Meals Section, to confirm eligibility.
3. If pupil eligible, then Free School Meals Section to confirm eligibility to Music Service via e-mail.
4. If pupil not known to Free School Meals Section, then Music Service to request proof (e.g. Letter from Social Security Office dated within the last 2 weeks). Music Service to retain copy of proof.

Reviewing Applicants

1. Eligibility to be reviewed at the beginning of each term.
2. Music Service to complete "review" form on the 2nd or 3rd week of each term. This provides details of all pupils in receipt of free music lessons. Music Service to forward completed form to Free School Meals Section for checking.
3. Free School Meals Section to check eligibility and inform Music Service by completing the last column of the form.
4. Music Service to invoice parents who are no longer entitled to free music lessons for their children.

Invoicing LEA

1. Music Centre will forward completed and checked review form (see above) with invoice.