

# ONLINE FREE SCHOOL MEALS APPLICATION PROCESS FOR PARENTS AND GUARDIANS

Create an account using your email address on the online parent portal :

<https://www.lincolnshire.gov.uk/schools-and-education/free-school-meals/>

## Step 1



### Welcome to the Parent Portal

The Parent Portal allows parents or carers to apply for a school place and apply for free school meals via an online interface.

This online interface allows a user to create an account, add their children to the account, and either apply for a school place or free school meals. Once an application has been created and submitted it is available for the Local Authority to view.

For School Admissions you can amend your application online until the official closing date for applications. Applications will be processed in line with our admissions guide for parents and the information provided on our website.

To begin using the Parent Portal, create an account using the 'Create Account' link which can be found on the upper left side of this page. To return after creating an account, use the 'Login' link which can also be found on the upper left side of this page.

Using a tablet/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner.



## Step 2



### Create new user account

To create a new account, please specify the details of the applicant below. Items marked with asterisks are mandatory fields. Click Next to continue once you have completed your details.

Please ensure you choose a secure password containing at least 8 characters and comprising of one or more upper-case letters, lower-case letters and numbers.

\* Indicates a required field

Title \*

Forename \*

Middlename

Surname \*

Evening Phone

Daytime Phone

Mobile Phone

### Step 3

## Account Verification Required

You cannot use the system until your email address has been verified.

An email has been sent to the address that you supplied.

Please read the email and follow the instructions.

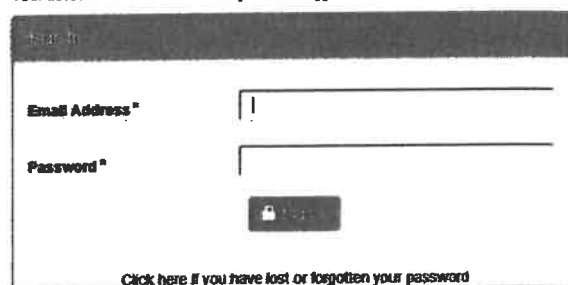


### Step 4

## Sign In

Please complete the blank fields below, and click 'Sign In' to continue.


Your account will be verified when you have logged in successfully.



Sign In

Email Address \*

Password \*

 Sign In

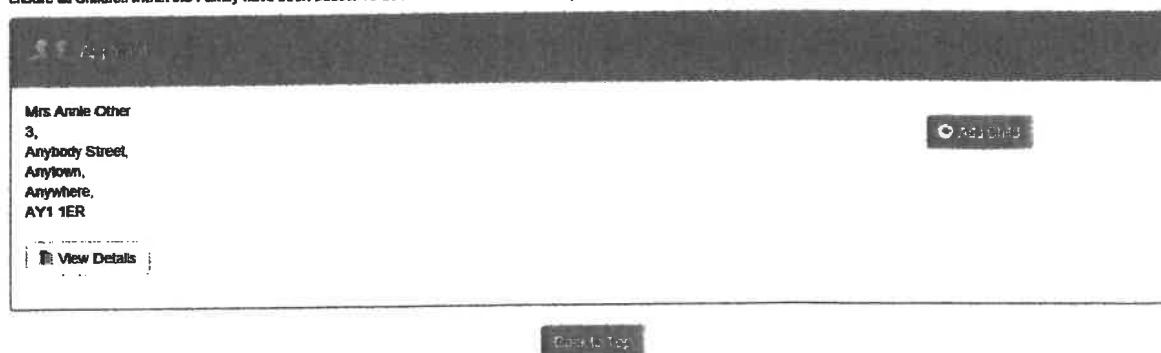
[Click here if you have lost or forgotten your password](#)

## Applicant Summary

This screen shows a summary of any children added to your account. To add new children click the Add Child button.


To apply for a school place once you have added your child's details, scroll down to the bottom of the page and click the new school admissions application button.


This screen shows a summary of all the Children within the Family that will be included in the Free School Meals application. Before submitting a Free School Meals application, please ensure all Children within the Family have been added. To add new children to the Family, click the add child button.

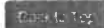


Applicant Summary

Mrs Anne Other  
3,  
Anybody Street,  
Anytown,  
Anywhere,  
AY1 1ER

 Add Child

 View Details

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**Step 5** An email will be sent to the parent/carers advising if eligible or not eligible for free school meals.

**Telephone enquiries – Customer Services Centre Tel : (01522) 782030**