To **[name of local authority]**

**PRIVATE AND CONFIDENTIAL**

**[Insert name and address of local authority. Some local authorities have a ‘school meals team’ which you can send this letter to. Otherwise, we suggest sending it to the Director of Children’s Service for your local authority, which you can find** [**here**](https://adcs.org.uk/contacts/directors-of-childrens-services#view8)**]**

**Copied to**: The Headteacher **[Insert name and address of school]**

[Insert date]

[Insert your name]

[Insert your address]

[insert your telephone number and/or email address]

**Re: Free school Meals**

**Name: [insert child’s name here]**

**DOB: [insert child’s date of birth here]**

I am the **[parent/guardian]** of **[name of child]** who is in year **[x]** at **[name of independent/non-maintained school]. [Insert any relevant information here about why the child attends an independent/non-maintained school. For example, is it named in Section I of their EHCP or is attendance at that school otherwise necessary to meet their special educational needs?]**

**Power to provide free school meals**

Section 513 of the Education Act 1996 provides that local authorities have a power to provide free school lunches to children who attend independent or non state-maintained schools.

I am requesting on **[name of child]**’s behalf that the local authority exercises its power under section 513 of the Education Act 1996 to provide **[him/her]** with free school lunches. As confirmed above, **[name of child]** attends **[name of school]** because **[describe the reasons why the child attends an independent/non-maintained school, for instance: it is the only setting which is able to meet [his/her] special educational needs [/and it is named in Section I of [his/her] EHC Plan]].** If **[name of child]** was able to attend a state-maintained school or academy, **[he/she]** would be eligible for free school meals because **[insert** **either**: **[he/she is in Reception/Year 1/Year 2] or [he/she is financially eligible for free school lunches \*please see template letter D for more information about financial eligibility\*].** I therefore consider that the local authority ought to exercise its power to provide **[name of child]** with free school lunches, and that a failure to do so may constitute discrimination under Article 14 of the European Convention on Human Rights.

If the local authority does agree to exercise its power to provide [name of child] with free school lunches, it must do so in accordance with the [The Department for Education Free School Meal Guidance March 2024](https://assets.publishing.service.gov.uk/media/65fdad5965ca2f00117da947/Free_school_meals.pdf) which explicitly states the legal duty to make reasonable adjustments in the provision of free school meals for disabled children on pages 10-12.

**Steps the local authority is requested to take**

The local authority is requested to confirm, **within 14 days of this letter**, whether it agrees to exercise its power under section 513 of the Education Act 1996 to provide [name of child] with free school lunches. If this is not agreed, please provide your reasons why.

A copy of this letter has been sent to **[name of school].**

I would be grateful if you could acknowledge safe receipt of this letter.

I look forward to hearing from you.

Yours sincerely

**[Insert name]**