

# Redcar & Cleveland Borough Council – Citizen Portal - Applying for Free School Meals

## Free School Meals – Citizen Portal Registration Guidance:

The Citizen Portal is used by parents to apply online for a range of different services including Free School Meals.

To make an online application you will need a **valid email address** in order to complete the registration process and to receive confirmation of your application.

If you applied for a school place for your child with admissions, you can use the same account sign on details.

## Registering for an Account

If you have not already done so, before you can apply for Free School Meals you will need to register with a valid email address to our Citizen Portal. Follow the below steps to do this:

- Go to: <https://www.redcar-cleveland.gov.uk /Free-School-Meals.aspx>
- or by visiting our website; <http://www.redcar-cleveland.gov.uk> and search Free School Meals
- Details of free school meals eligibility is provided here. If you do not receive one of the qualifying benefits, then you will not qualify.

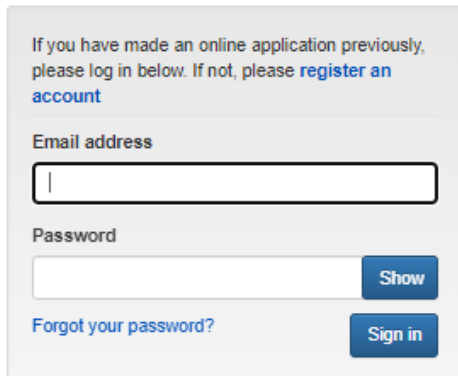
- Further down the page, select -

You can now [apply for Free School Meals online with our digital form.](#)

- The page below will open:

The screenshot shows the 'Citizen Portal' registration page. At the top left is the Redcar & Cleveland Borough Council logo. The page title is 'Citizen Portal'. Below the title is a navigation bar with 'Home', 'Sign in', 'Register', and 'Cymraeg'. The main content area is divided into two columns. The left column contains a login/register form with fields for 'Email address' and 'Password', and buttons for 'Show', 'Sign in', and 'Forgot your password?'. The right column contains a 'Welcome to Redcar & Cleveland Borough Council's Citizen Portal' message, followed by 'Free School Meals' and 'Admissions' sections. The 'Free School Meals' section includes a note: 'Please only apply for your child if they have a school place and are currently attending full days. Foster Carers – Before submitting a claim, please contact the Free School Meals Team on 01642 771106.' The 'Admissions' section includes a note: '\*\*The School Admissions Online Application Site is now closed for Applications for Secondary School places for the 2022-23 Academic School Year. Pupils born between 1/9/2010-31/8/2011 wishing to apply will need to contact the School Admissions Section on 01642 837740 or 01642 837730 \*\* The School Admissions Online Application Site for Applications for Primary School Reception places for the 2022-23 Academic School Year opens on the 19th November. Pupils born between 1/9/2017-31/8/2018 will be able to apply to make their applications up until the 15 January 2022.'

- If you have previously registered with our Citizen Portal enter the 'Email Address' you used to register, your 'Password' and click 'Login'
- If you are new to the Citizen Portal and are creating an account for the first time or need to re-register with a new email address, click '**register an account**'



If you have made an online application previously, please log in below. If not, please [register an account](#)

Email address

Password  
 [Show](#)

[Forgot your password?](#) [Sign in](#)

- This will open the 'Registration' screen.
- Complete all required fields
- Click Accept to confirm that you have read and agreed to the declaration
- Click Finish
- An email will be sent to the email address you have used to register with.
- Check your inbox (including any Junk/Spam folders) for an email from 'Educational Benefits'
- Click the link in the email to complete the registration process.
- After clicking the registration link, you will be asked to log in.
- Enter your 'Email Address' and 'Password'.
- You have now completed your registration with the Citizen Portal.

### **Log in and start making an application for Free School Meals.**

**In order to check your Free School Meal eligibility against the Department for Work and Pensions (DWP) we need to know your Date of Birth, NI Number or National Asylum Support Service No along with your details.**

If you have any questions, please contact the Educational Benefits Team on - 01642 774774 or email [educationalbenefits@redcar-cleveland.gov.uk](mailto:educationalbenefits@redcar-cleveland.gov.uk)