

# Free School Meals Termly Batch Check Dates

- Listed below are the Free School Meals Termly Batch Check submission dates for schools.
- The dates are up to the end of the current service level agreement year.

Term	Batch Submission Deadlines
Spring 2019	Friday 29/03/2019
Summer 2019	Tuesday 16/07/2019
Autumn 2019	Wednesday 11/12/2019
Spring 2020	Friday 27/03/2019

- When submitting your spreadsheet please ensure the correct spreadsheet is used and the data entered on the spreadsheet is complete, accurate and in the correct format. **Any incorrect spreadsheets submitted will not be processed.** The highlighted cells below are particularly crucial so please ensure they are correctly filled out and in the correct format

Child's Forename	Child's Surname	Year (Reception = 0)	Class	Parents Forename	Parents Surname	National Insurance Number (must be Two Letters, Six Numbers, A final letter - Range A - D)	National Asylum Seekers Number (a 9 digit number)	Date of Birth (YYYYMMDD)	Transitional Protection (i.e. value returned to you on your last bulk spreadsheet)	Outcome	ECS Notes	Meaning	Date Checked by SBC
Jo	Bloggs	4	4R	Jane	Bloggs	AB123456C		19800101					