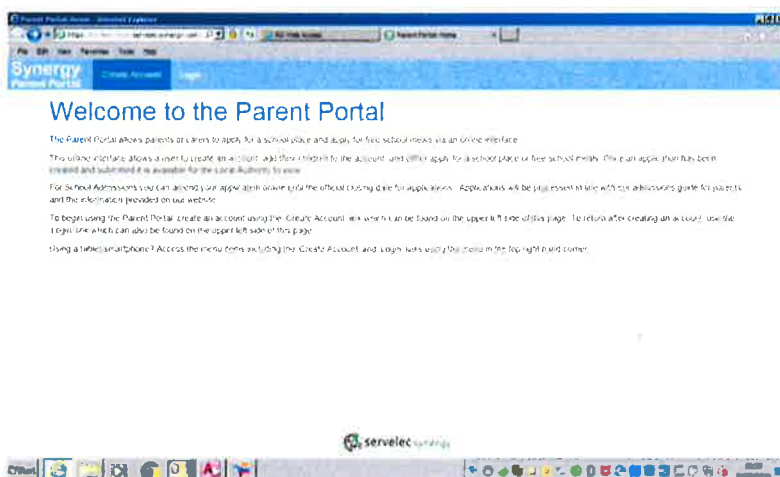


# GUIDANCE FOR PARENTS/CARERS

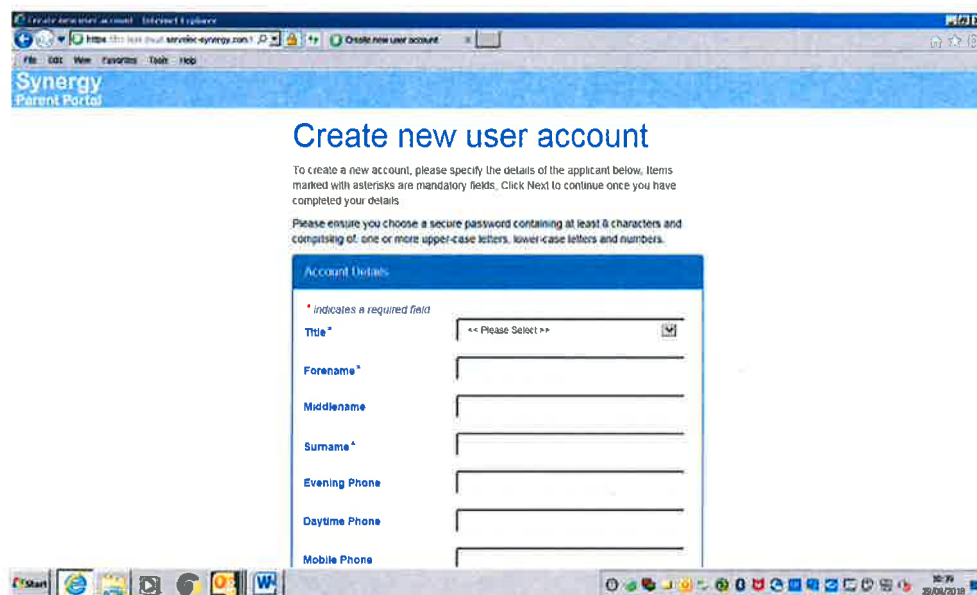
Create an account using your email address on the online Parent Portal :

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

## Step 1



## Step 2



## 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.

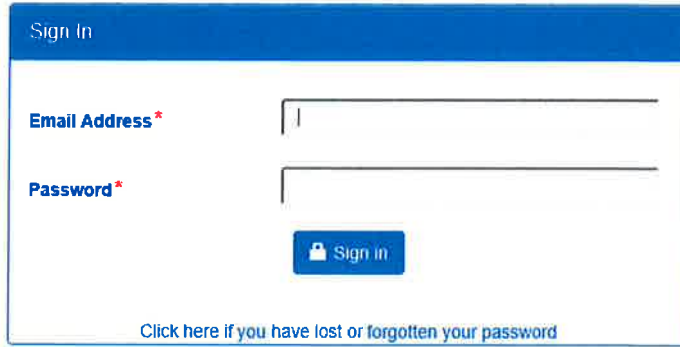


# Sign In

## Step 4

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

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



The image shows a 'Sign In' form with a blue header. Below the header, there are two input fields: 'Email Address\*' and 'Password\*'. A blue 'Sign in' button with a lock icon is positioned below the password field. At the bottom of the form, there is a link that says '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.



The image shows an 'Applicant Summary' card with a blue header. The header contains a person icon and the text 'Applicant'. Below the header, the applicant's name and address are listed: 'Mrs Annie Other', '3, Anybody Street, Anytown, Anywhere, AY1 1ER'. To the right of the address is a green 'Add Child' button. Below the address is a 'View Details' link with a document icon.

[Back to Top](#)

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

**IMPORTANT INFORMATION** – If you receive a 'not eligible' letter, please check the date of birth and the National Insurance Number for the parent/carer has been entered correctly on the online Parent Portal.

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