Guide to parent experience of the FSM Eligibility Checker

Getting started

This is the front page of the website as seen by everyone. Its address is http://fsm.lgfl.net/



All parents should enter the site via the **Check eligibility** button.

If the parent already has an account then they should follow the instructions on the next page. If the parent does not have an account (or has an account but the details have been forgotten) then they should follow the instructions in the section titled "What to do if the parent does not have an account" on page 4.

Starting the process if the parent has an account

A parent who knows their account details should select the red button labelled "Log in to existing account".

This process will check your children's eligibility for free school meals. If you are eligible, your children's schools will also be entitled to receive additional funding and will be notified accordingly. If you do not already have a user account to log in with, you can enter your details to obtain one. You may already have an account Have you recently applied for school places online using the eAdmissions service? Day ou have a user account details click the button below to log in. If you know your account details click the button below to log in. Log in to existing account	Free School Meals Eligibility Checker	FAQ
You may already have an account If you do not have an account Have you recently applied for school places online using the eAdmissions service? Have you ever used the ParentComms:Pay+ or ParentComms:Reporter? Do you have a user account ending in .uso? If you know your account details lick the button below to log in. Log in to existing account Log in to existing account	This process will check your children's eligibility for free school meals. If you are eligible, your children's schools will also be entitled to receive additional If you do not already have a user account to log in with, you can enter your details	funding and will be notified accordingly. to obtain one.
	You may already have an account Have you recently applied for school places online using the eAdmissions service? Have you ever used the ParentComms:Pay+ or ParentComms:Reporter? Do you have a user account ending in .uso? If you know your account details click the button below to log in. Log in to existing account	If you do not have an account If you don't have an account or don't know the details just click the button below to proceed with the eligibility check. Continue

They should then enter their details into the login screen which will look like the image below.

GRID FOR LEARNING	
Username: (e.g. jsmith 123)	
Password.	
Logn	
You must close all browser windows once you have finahed accessing these resources, otherwise autosequent users	
or this computer iss de ade to access your incount.	
internation, 1921 11 a Boot framework with them	
A service for the London Grid for Learning community provided by. network set withens	

When a parent logs in with the correct account details, they will be invited to input their date of birth and NI number. These details can then be checked immediately against the DfE database to obtain an instant result.



After clicking the Submit button, the parent receives the outcome (eligible or not found to be eligible) on screen, as in the example below.



The **Proceed** button should be used to continue with the rest of the process. This will take the parent to the Overview page where the parent's children can be linked to the parent account. This part of the process is described in the section titled "The Overview Page" on page 9 in this guide.

What to do if the parent does not have an account (or has forgotten the details of an existing account)

If the parent does not have an account (or if the parent has an account but does not know the details) then the parent should begin by clicking the blue Continue button.

Free School Meals Eligibility Checker	FAQ
This process will check your children's eligibility for free school meals. If you are eligible, your children's schools will also be entitled to receive additional f If you do not already have a user account to log in with, you can enter your details i	funding and will be notified accordingly. to obtain one.
You may already have an account Have you recently applied for school places online using the eAdmissions service? Have you ever used the ParentComms:Pay+ or ParentComms:Reporter? Do you have a user account ending in .uso? If you know your account details click the button below to log in. Log in to existing account	If you do not have an account If you don't have an account or don't know the details just click the button below to proceed with the eligibility check. Continue

The parent needs to select their child's school from a list. If the parent has several children at different schools then they can select any of the relevant schools to get started.

Free Elig	e School Meals ibility Checker
Please use the drop-dow Local Authority: School:	n lists below to select the school which your child attends (or is due to attend from September): Select a local authority Select an establishment Select an establis

They are then requested to input their details. Once this has been done and the blue Submit button pressed then the system will check to see whether the entered details can be matched against information already held on the system.

Free Sc Eligibili	hool Meals ty Checker
Please enter your details. All fields The result of your free school me receive additional 'benefits' eg fr Clicking Submit provides your co First name* Last name* Date of birth* National Insurance number? Kor National August Seater Service nameer Email address* Mobile number*	al eligibility check will be used to process your claim to Free School Meals, if eligible. It may also be used to assess your entitlement to ee travel to school. Your data will never be shared with any unauthorised third party. sent to this use of your data. 7 • 777 • 777 • 7777 • 7777 Get addresses Get addresses
House number*:	Submit

If the system recognises the parent (they have entered the same name, email and/or mobile number as that already held on the system) they will see a message on the right part of the screen saying that it is believed they already have an account. At this stage, it is possible this person may have an account but there is not enough matching data for the system to confidently suggest their username and they will see a similar screen to that shown below. The parent will be encouraged to change certain key information (for example, replacing a "legal" first name with a less formal preferred name or vice versa) and then re-submit.

Free Sc Eligibili	hool Meals ity Checker		
Please enter your details. All fields The result of your free school m	marked with an asterisk are mandatory. aal eligibility check will be used to process your claim to Free School Meals, if	eligible. It may also be used to assess your entitlement to	
receive additional 'benefits' e.g fi Clicking Submit provides your co First name*:	ree travel to school. Your data will never be shared with any unauthorised th insent to this use of your data.	ird party.	
Last name*: Date of birth*:	shaykis		
National Insurance number*: for National Asylum Seeker Service Email address*:	ab123456c	A user account with this email address seems to already exist for you. However, the value provided as your first name does not match our records. If this name has an alternative spelling or	
Mobile number*: Home telephone:	07856987256	longer/shorter form, then please enter that and try again.	
Postcode*:	br5 4bq Get addresses Unit 3. Ravensquay Business Centre, Cray Avenue, Orpington, BR5 4BQ 👻		
House number*:	Ravensquay Business		

If the system is able to match the details entered against the details of an existing user account, their account username will be shown on screen (as in the example below) and they will be asked to return to the front page of the web site and log in using their account details. If they have forgotten

their password, they may use the link on the screen to request the password to be sent via SMS text to their mobile phone.

The parent will then follow the instructions given earlier in the section "What to do if the parent has an account".

Please enter your details. All fields marked with an asterisk are mandatory. The result of your free school meal eligibility, beck will be used to process your dain to Free School Meals, if eligible. It may also be used to assess your entitlement to receive additional 'benefits' eg free travel to school. Your data will never be shared with any unauthorised third party. Clicking Submit provides your consent to this use of your data.	Free School Eligibility	ol Meals Checker		
rvuse turiner - transport usiness	Please enter your details. All fields marked The result of your free school meal eligibil receive additional isoentiti: e.g. free trues Clicking Submit provides your consent to First name*: trues tast name*: trues Date of birth*: 13 - National Insurance number; or Marional Anguns Seats Theory Email address: immailer Mobile number; Postcode*: bir 5 deg Get addr Unit 3, F House number; Receive Seats Seats House number; Receive Seats House number; Receive Seats House number; Receive Seats House number; Receive Seats Receive Seats Rec	with an asterisk are mandatory. ty check will be used to process your claim to Free School Meals, it to school. Your data. Jun • 1980 • • • • • • • • • • • • • • • • • • •	feligible. It may also be used to assess your entitlement to ind party.	

If the system is not able to match the details given against the details of an existing account then an account will be created. So in the case of the user below there is no message on the right side as no account has been identified.

ParentComms:	Home	
Free Sc Eligibili	hool Meals ty Checker	
Please enter your details. All fields	narked with an asterisk are mandatory.	
The result of your free school me receive additional 'benefits' e.g.fr	l eligibility check will be used to process your claim to Free School Meals, if eligible. It may also be used to asses e travel to school. Your data will never be shared with any unauthorised third party.	us your entitlement to
Clicking Submit provides your co	sent to this use of your data.	
First name*:	Arthur	
Last name*:	Smith 🧾	
Date of birth*:	13 V JUL V 1972 V 💷	
National Insurance number*: (or National Asylum Seeker Service number)	ab123456c	
Email address*:	arthur@checkit.co.uk	
Mobile number*:	07777413413	
Home telephone:		
Postcode*:	BR5 4BQ	
	Set addresses Unit 2, Ravensquay Business Centre, Cray Avenue, Orpington, BR5 4BQ	
House number*:	Ravensquay Business	
	Submit	

When the blue Submit button is pressed the following message is displayed confirming that a code has been sent to the mobile phone entered in the previous page via SMS text. The parent should now enter the code into the box on the new page and press the blue Submit button.

	Home	GRID FOR LEARNING
Free Eligit	School Meals bility Checker	
A message has been sent to	your mobile. Please enter the authorisation code from that message and save the message for future reference	α.

Confirmation of the acceptance of the code will result in the following page being displayed.

ParentComms: S Home	
Free School Meals Eligibility Checker	
Authorisation code accepted. A user account has just been created for you with username smith#376.uso The password for this user account is the same as the authorisation code that was just sent to you by text. Please make anote of your username and password, as you are likely to need these details again in future. Continue	

The parent should record the details of user name and password so that they will be available should they be needed by the parent in future. When the parent presses the blue Continue button they will be taken immediately to the eligibility section and will not be asked to re-authenticate.



Pressing the blue Submit button will result in the parent's details being checked immediately against the DfE database to obtain an instant result.

ParentComms: Nome		CONDON GRID FOR LEARNING
Free School Meals Eligibility Checker		
Sorry, but you are not eligible for Free School Meals. (If your child is in Reception, Year 1, or Year 2 (ie. Key Stage 1) then free school meals will be the school about those Key Stage. I parents who would be eligible for free school meals if the additional funding for themselves as a result of such pupils.) If you would like to receive free Anti-Virus software, please proceed with the next steps. Droced	provided regardless of your eligibility. The importance of government was not already providing them, because so	this test is to alert hools can claim
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The **Proceed** button should be used to move on to the next stage of the process. This will take the parent to the Overview page (see the following section titled "The Overview page").

The Overview page

The parent will now be taken to the **Overview** page which allows the parent to link their children to their account. This is essential if they are eligible for free meals as this is the only way schools can be made aware of the test and the outcome.

Parents who are not eligible are also encouraged to link their children's user accounts with their own if they want the schools to know they have participated in the process and if they want to obtain the free Sophos antivirus software for home use offered as a 'thank you'.

The Overview screen may look like the one below (with no children listed)



Alternatively, a parent may have one or more children listed as suggestions if it is found that there may be a relationship between them due to various data exports coming from schools. In such instances, the children will either be linked already (as shown below) or they will need to click a button to confirm that it is their child.

	roo School M	lools	
	ee School M	leais	
E	ligibility Cho	ckor	
- L	igibility che	CKEI	
Your username i	s: bhobbs2.000		
			_
Your eligibility for	Free School Meals was checked o	on 28 October 2014 11:56 and you were found to be not eligible.	
The following child	es nave changed and you believe	that this has an ected your englowity, then you can re-run the check. Necheck englishing	
Please select your	child(ren) from the list. If you have	a child who is not listed, please click here. Proceed	
Name	School	Source	
Charlie Hobbs	ParentComms test school for	This child is already linked to your user account and your application has already been submitted	
chante Houss	LA 000	The school has been notified.	
Sebastian Lewis	SIMS Green Abbey	This child is already linked to your user account.	More info
	LA 000	The school has been notified.	

To link a child to their account, the parent will need to know the child's USO username. Ideally this should be provided by school which has hopefully contacted the parents to let them know to use the FSM Eligibility Checking Service and informed them of the children's usernames. Alternatively, parents could find out these details from their children (if old enough).

From the Overview page, the parent then needs to click the green **Proceed** button.

Free School Meals Eligibility Checker
Your username is: ishaykis.000
Your eligibility for Free School Meals was checked on 04 November 2014 15:25 and you were not found to be eligible.
The following children may be associated with you. Please check the list below.
Please select your child(ren) from the list. If you have a child who is not listed, please click here. Proceed
None found.
For free software downloads please click here. Downloads
Your data may be used by this service to re-test your eligibility at a future date. If you wish to know more about data privace move some of your submitted details please see the Privacy Statement.

Then select the LA and school of the first child they wish to link.

Please use the drop-	ee School Meals igibility Checker	ttends (or is due to attend from September):	
Local Authority:	Bromley		
School:	Select an establishment	-	
	Select an establishment	<u>^</u>	
	Alexandra Infant School, BR3 1JG		
	Alexandra Junior School, SE26 EDS		

They should then enter the child's USO username, including the LA code and click Next.



If the username is entered correctly and the system is able to verify the parental link to the child, the child's account will become linked with the parent. The child will appear on the Overview page and the school will have access to the results of the eligibility check.

They may need to repeat this process for each child, particularly if the children attend different schools.

It is possible that they will be able to match with a child from one school but won't match with a child attending another school. This will be related to whether data is being exported from the non-matching child's school and the quality of the data if any exists.

If the parent does not know the child's username, they can leave the box empty and click **Next**.

Free School Meals Eligibility Checker	
If you know your child's username, then enter it below and click Next. This is an account your child may be using at school. It would look something like martd155.998.	
If you do not know your child's username, then leave the box empty and click Next.	

They will then be able to manually enter their child's details. They will be told on screen that the details have been sent for manual processing.

Free School Meals Eligibility Checker	
Please enter your child's name and date of birth. Your application will need to be manually processed by the school.	
First name*: Charlotte	
Last name*: Jones	
Date of birth*: 8 🔹 May 💌 2007 💌 📜	
Submit	
Once your child is found to be on roll at a participating school you will be able to download free Anti-Virus software for home use. Your child's sch when the information that you submit has been successfully processed.	nool will notify you
If you would like to download the free Anti-Virus software, you will need to return to this site after you have been notified.	

Whilst this will result in the school being able to see that the parent has done a test and has stated the child attends the selected school, it will not be possible for the system to verify this officially and match the parent with the child. It will down to the school administrator to manually reconcile this information.

Linking children – what does it mean?

The Overview screen may present several options to parents. These are dependent on the child's school data exports, what other USO-integrated the services the school uses and whether the parent has used the eAdmissions service and has accepted a place.

All these can lead to different views given to parents.

Scenario A

Where no children are listed, the parent should attempt to link them as described on p7-8.

Where children are listed and are already securely linked to the parent the following will be shown and no further actions will be required.

Your eligibility for Free School Meals was checked on 04 November 2014 15:25 and you were not found to be eligible.				
The following children may be associated with you. Please check the list below. Please select your child(ren) from the list. If you have a child who is not listed, please click here. Fixcesd				
Name	School	Source		
Alexandra Shaykis	ParentComms test school for LA 000	This child is already linked to your user account and your application has already been submitted. The school has been notified.		

If the parent is eligible for FSM this action will send an email to the school FSM service administrator to inform them that a new person is shown to be eligible.

A parent in this position would then be eligible for the free Antivirus software as their child is proven to be on roll at a relevant school.

Scenario B

Where a child link has been identified the parent will be presented with a child where a **Notify School** button appears on the right side. They should click the button to finish the process and have the information made available to the school.



If the parent is eligible for FSM this action will send an email to the school FSM service administrator to inform them that a new person is shown to be eligible.

A parent doing this would then be eligible for the free Antivirus software as their child is proven to be on roll at a relevant school.

Scenario C

A parent may also have children listed who are linked, but the button on the right says More info.

In this instance, the child's school is not participating in the FSM service. The child may be already linked or be a suggested link. The school is not checking the results of any tests done by the parents.

Alexandra Bristle Unallocated in Test LEA This child has a known parental contact with the same name and mobile number as you.

If the **More info** button is clicked, the parent will see one of 2 options:

If the parent is eligible for FSM, the next screen will state that the school is currently not participating in the service and give them a yellow button to generate an email to the school. This would send an automated message to the Head, explaining that a parent linked with their school is eligible for FSM and explaining the nature of the service and what they need to do to obtain the relevant data.

If the parent is not eligible for FSM, the next screen simply shows a message saying that the school is not participating in the service. There is no further action to be taken and the school will not know about any tests being done.

If the child is linked, the parent would be eligible for the free Antivirus software.

Additional available information

Parents wishing to know more about the service can find additional information via a link from the Home page to see this:

ParentComms: S Home	Collaboration with	
Free School Meals Eligibility Checker		
The Free School Meal Checking Service is an online process where parents or determine eligibility for free school meals which in turn may attract the extra but schools appreciate the help with conducting an online check. What the service does for parents: After entering a few details into the website, the online application process lin This system is designed to eliminate the need to apply in person for free sch free meals, the school is able to process your application using the informat By way of thanks for your application and support, and regardless of whethe schools would like to provide parents of children attending LGT-connected a pupils at home. To gain access to this software, a short registration process Dort worry, its straightforward, there is absolutely no advertising, and you v this service to support schools. What the service does for schools and activities to benefit all their children. Schools wishing to encourage applications can promote the online eligibility After parents have submitted their details online, a suitably authorised scho available securely via the LGT. USO Support Site. Schools already subscribing charge by ensuring that MIS data is exported regulary and the school has co This service los provided by the London Grid for Learning and is available to p All submitted data is stored securely in compliance with the Data Protection	In check eligibility for free school meals. Parents can conduct a simple online check to funding for each of their children's schools. Parents are not required to accept free meals inks to the Department for Education database and gives an immediate yes' or 'no' response. ool make and improve the claims process for schools. It also means that if you are eligible for on you submit. The answer returned is a yes or a no. The London Grid for Learning (LGR) and its connected chools with Sophos AntiVirus software. Free of charge, to protect the computers used by required, at which point other services related to your children's school will be explained. and the asset to buy anything. There is no catch, LGRL (a UK education charity) is providing Gry Stage 1. It is more important than ever for schools to know how many pupils would be nese funds enable schools to take on more staff, invest in additional equipment, resources checker to parents by publicing the following web address: form.glr.det. a) administrator will be able to facilitate the submission of claims. Data will only be made to LGL2. Do in TIUSTnet services need simply activate their ability to use this service. FREE of infigured an information status in the free OpenCheck service found at: openCheck.lgfl.net. arents of children attending schools which are part of the LGRL or TRUSTnet service network. Act. For additional information regarding data please see our privacy statement.	
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From the above page, users can access the privacy statement shown below. Users can also use the Revoke button at the bottom to remove the NI details from the system if they do not wish them to be kept on file. (In order for the red button to appear, the user must be logged in!)

ParentComms: S		Services in Collaboration with GRID FOR LEARNING
Free School Mea	er	
Privacy Statement		
Collection and Use of Personal Information Personal Information is data that can be used to identify or By using the Free School Meal Eligibility Checking service yo associated benefits (e.g. free travel to school, uniform grant and/rc/ local, atthorthy and may be used the midew elibibility	contact a single person. u are agreeing to provide your personal data for the purpose of free s , free school milkj. Such data will be accessible only to authorised adm	chool meal claims and any possible inistrators within the relevant school
The user account used and/or created during the eligibility compliance with the Data Protection Act. Safeguarding user responsible for any security breach occurring from the user Anyone contacting Atomwide directly may be asked to provi Atomwide reserves the right to ask for an OTP (One Time Pa	Acceleration of the second sec	e details in a secure manner and in full bility and Atomwide cannot be held any third party. n responding to telephone enquiries, caller should possess such a device. All
calls to Atomwide's Service Desk and mainline numbers are from time to time, and is proactive about ensuring that its u Here are some examples of the types of personal information	recorded for quality assurance and Data Protection purposes. Atomw sers receive timely information about, and ready access to, new devel on Atomwide may collect and how we may use it.	vide publishes service announcements lopments wherever possible.
What personal information we collect • The information for generating user accounts, such as • This is done via a range of different methods whose e How we use your personal information	s names and contact details, is provided by participating schools and p xplicit purpose is to provide the correct level of service to school staff,	parents, with their full agreement. pupils, and parents.
 Unified Sign On (USO) services are provided for educa data, teaching and learning resources and managed s USO resources including, but not limited to, USO+X; r considered inappropriate for an education environme Cookies and Other Technologies 	ational use only and to validate that the user is the correct and proper school services. Commercial use is prohibited without written agreeme myUSO and myDrive to distribute copyrighted material, or distribute on ent, or that may be infringing copyright elsewhere, is strictly forbidden	person that is allowed to access pupil ent. Under all circumstances, the use of r link to any other content that might be
Some USO websites use cookies in order to manage authen and cookie data is never shared with third parties.	tication and/or to hold user preferences between sessions. No person	nal information is collected using cookies,
If you want to disable cookies please check with your compu Atomwide website will not be available once cookies are dis	uter or mobile device provider to find out how to disable cookies. Plea: abled.	se note that certain features of the
As is true of most internet services, we gather some informa type and language, Internet service provider (ISP), referring	ation automatically and store it in log files. This information includes In and exit websites and applications, operating system, date/time stamp	nternet Protocol (IP) addresses, browser p, and clickstream data.
We use this information to understand and analyse trends, gather demographic information about our user base as a v	to administer the site, to learn about user behaviour on the site, to im whole.	prove our product and services, and to
Data is never disclosed to third parties except for the provis agreement to such services being provided and relevant dat authorised individuals in participating schools and Local Aut	sion of educational services and only to organisations with whom parti ta being made available. Data regarding free school meal eligibility in p thorities to facilitate the processing of free school meals and possible i	cipating schools are in explicit particular is disclosed only to suitably related benefits.
Others It may be necessary – by law, legal process, litigation, and/o Atomwide to disclose your personal information. We may al other issues of public importance, disclosure is necessary or	r requests from public and governmental authorities within or outside iso disclose information about you if we determine that for purposes or appropriate.	e your country of residence – for of national security, law enforcement, or
Protection of Personal Information Atomwide handles personal and sensitive data relating to p	upils and staff at UK schools, staff working for various Local and Regio	nal Authority agencies, and staff of some
third party companies that support these establishments. A with both the legal and moral aims of the Data Protection A To this end. Atomwide retains an audit trail of changes mad	tomwide is diligent in its protection of that data against any unauthori ct is an essential element of that protection. le to personal data, whether via the Support Site, the my.uso.im servici	e. any other USO-integrated service. or
by direct request. Most requests or enquiries relating to per authorised USO account.	rsonal data, and/or mass data, can only be accepted via instructions su	Jbmitted online using an appropriately
Integrity and Retention of Personal Information Atomwide makes it easy for you to keep your personal infor to fulfill the purposes outlined in this Privacy Policy unless a	rmation accurate, complete, and up to date. We will retain your person longer retention period is required or permitted by law.	nal information for the period necessary
Access to Personal Information You can help ensure that your contact information and pref	ferences are accurate, complete, and up to date by contacting your chi	id's school.
For other personal information we hold, we will provide you if Atomwide is not required to retain it by law or for legitima of others, are extremely impractical, or for which access is n Nominated Contact.	u with access for any purpose including to request that we correct the or the business purposes. We may decline to process requests that are fri not otherwise required by local law. Access, correction, or deletion requ	data if it is inaccurate or delete the data ivolous/vexatious, jeopardize the privacy uests can be made via your local
To make sure your personal information is secure, we comr	nunicate our privacy and security guidelines to Atomwide employees a	and strictly enforce privacy safeguards
London Grifd for Learning's Commitment to Your Privacy In relation to processing of free school meal data received fi as the data processor on behalf of the relevant Local Authon have the meaning given in Data Protection Act 1998. The D the eligible applicant's child attends.	rom the DfE Eligibility Checking Service, LGfL (The London Grid for Lea rity, which retains the role of Data Owner for that data. The terms "dat ata Owner agrees that LGfL can share the results of the free school m	rning), supported by Atomwide, is acting a processor" and "data controller" shall eal eligibility check with the school that
For additional information on LGfL's privacy and security po	nicies piease visit www.policies.lgtl.net.	
If you have any questions or concerns about Atomwide's pri- laws, please contact us by phone by calling 01689 814700. All such communications are examined and replies issued w complaint to the relevant resultator in your jurisdiction. If you	ivacy Policy or data processing or if you would like to make a complain where appropriate as soon as possible. If you are unsatisfied with the r uu ask us, we will endeavour to provide you with information about rele	it about a possible breach of local privacy reply received, you may refer your evant complaint avenues which may be
applicable to your circumstrates. I wish to revoke my consent for my personal data, specifical forward, ludgerstand that the secile of any last in the line	ly my National Insurance number, to be used by the Free School Meal	Eligibility Checker from this point
(Please note that your user account will remain valid for use check if you wish.)	e previously will remain in une system. with a range of different services. You can also use it to access this se	ervice in future and perform another
Back to Home Page		