Logo

Description automatically generated

**Remissions Policy**

|  |  |
| --- | --- |
| **Criteria** | **Evidence** |
| Free School Meals | Portsmouth City Council letter (current academic year) |
| Income Support | Letter from Job Centre Plus confirming income support (dated within 6 months of remissions application) |
| Income based Job Seeker’s Allowance | Letter from Job Centre Plus confirming income-based Job Seeker's Allowance (dated within 6 months of remissions application) |
| Income related Employment and Support Allowance | Letter from Job Centre Plus confirming income related Employment and Support Allowance (dated within 6 months of remissions application) |
| Guarantee element of State Pension Credit | Pension Tax Credit Statement (dated within previous 12 months) |
| Child Tax Credit (provided they are not eligible for Working Tax Credit and have an annual income, as assessed by HM Revenues & Customs, that does not exceed £16,190) | Child Tax Credit Statement (dated within previous 12 months) |
| If you are supported under Part VI of the Immigration and Asylum Act 1999 | HMRC documentation(dated within previous 12 months) |
| Working Tax Credit (during the four-week period immediately after your employment finishes or after you start to work less hours per week) | Working Tax Credit Statement (dated within previous 12 months) |
| Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods). | Universal Credit Statement (dated within 3 months of remissions application) |
| Children in Care (LAC) | Considered on application |