

# Apply for free school meals online

If you would like to apply for free school meals for your child, simply login to your [Synergy Parent Portal account](#) and follow the process outlined below.

If you have previously applied for school admissions or funding for your two year old you will most likely already have an account. If not, you can easily [create an account here](#).

## STEP 1

Enter your National Insurance Number/National Asylum Support Service (NASS) number and date of birth.

## STEP 2

Select the child(ren) you wish to apply for.

If you have previously applied for a school place for your child they will already appear on the dropdown list. If your child does not appear automatically, they can easily be added by entering their forename, surname, date of birth and gender.

## STEP 3

Attach any supporting documentation, if necessary, this could include documents such as a copy of your Universal Credit statement.

## STEP 4

A message will then be displayed stating that we will be in touch with confirmation details. The school(s) at which your child(ren) attends will be notified as soon as the application has been fully processed by our team (5 working days). Your child(ren) can then begin enjoying free school meals once the school has received this notification.

If your application is unsuccessful you can then move to a further screen to find out why this may be the case.

**If you need help or wish to discuss your application please contact us:**

**Phone: 01609 533 405**

**Email: [schoolwelfare@northyorks.gov.uk](mailto:schoolwelfare@northyorks.gov.uk)**

The screenshots illustrate the four-step application process:

- Step 1: Your Details** (1 of 4) - User enters NI or NASS number and date of birth.
- Step 2: Select Children** (2 of 4) - User selects child(ren) from a list.
- Step 3: Add Documents** (3 of 4) - User uploads supporting documents or confirms no documents are needed.
- Step 4: Your Results** (4 of 4) - User receives a 'Result: Found' notification.