

**Remissions Policy**

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| **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  |