



**Wigan
Council**

FSM Checking Service

EBIU – Updated process Summer 2026



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Process

- We recommend that schools add the link to our FSM Checking form onto their school websites.
- Parents can be directed to this to enable them to make an application
- [Apply for free school meals | Instructions – Wigan Council](#)

Process



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Parents access the FSM Checking Service via a link from your school website

Parent selects child's school

if applying for children who attend different schools a new application will be required for each setting

Parent enters the following information: name, year group, DOB, home postcode

Parent details required: legal surname, DOB, NI / NASS number

Submit form – Parent receives confirmation that the request has been submitted and that the outcomes will be shared with their child's schools within 7 days.

School will receive outcomes weekly. Schools should continue to inform parents of the result and record pupils' eligibility in their MIS.

EBIU will continue to do monthly rechecks of everyone not currently eligible to a free school meal.



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