

Free Breakfast Club Programme: Take-up data reporting guidance Summer 26

As part of your commitment to the free breakfast club programme, and to ensure receipt of funding, [you are required](#) to take part in data collections and the evaluation of the programme.

This explainer outlines the data collection on take-up and guidance on how to return your data.

This data is necessary to calculate your termly in-arrears payment. **Without this data, we cannot pay you for the pupils that attended your free breakfast club.**

There are **two steps** you need to take to complete your return:

- **Step one:** Report the total number of pupils attending your free breakfast club each day during the week of 8th June and grant monitoring information (referred to as the 'grant monitoring form' below) [here](#).
- **Step two:** Report the individual pupils attending your free breakfast club each day during the week of 8th June by completing this [template](#) and uploading it (referred to as the 'pupil level form' below) [here](#).

In providing us with this data, you are also providing essential support to the programme, ensuring our data is robust and that we have an accurate understanding of the programme's delivery.

Timeline of take-up reporting:

- **8th – 12th June:** Record how many – and which – pupils attend the free breakfast club each day. If useful, you can fill out [this template](#) daily with the Unique Pupil Identifiers (UPNs) of the pupils that attend the club.
- **15th June:** Grant monitoring form and pupil level form **open** for submissions (*note: prior to this date, you will **not** be able to access the forms*).
- **3rd July:** Grant monitoring form and pupil level form **close** for submissions.

In order to ensure payments are processed on-time it is essential you submit your data on-time by 11:59pm on Friday 3rd July 2026.

Please note, if you do not submit on time, your in-arrears payment will be delayed two terms.

You can find our privacy notice and how we use the data here: [Privacy information: early years foundation stage to key stage 3](#).



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If you have any questions about the data collection process, please get in touch via [Contact Us - Free breakfast clubs programme](#)

Step one: Reporting daily take-up attendance data and grant assurance information

You will need an account with the DfE Sign-in service to access the form.

If you have not used DfE Sign-in before you will need to create an account (opens in new tab) and link this to your organisational setting.

Use the form to report the take up (attendance) of your free breakfast club **each day** during the week of 8th June 2026 (unless you have previously agreed a different date with the Department).

You must complete and submit your form by **11:59pm on Friday 3rd July 2026** and you can edit and resubmit your return until this date.

You can save your progress and come back at any time.

You must only report attendance of primary-aged pupils in reception through to year 6 within participating settings.

To complete your return, you will need to know:

- the start date of both your 2026 summer term and free breakfast club
- how many pupils attended your free breakfast club each day the week of 8th June
- how many pupils eligible for free school meals at any time in the last 6 years (FSM6) attended your free breakfast club each day
- how many pupils with special educational needs (SEN) Support or who have an Education, Health and Care Plan (EHCP) attended your free breakfast club each day
- how many pupils planned to attend your free breakfast club each day, if you have a booking system
- about your free breakfast club offer (e.g., how it meets school food standards, duration, parent fee structure, and if you use a private, voluntary and independent (PVI) provider).

Note: All pupil counts should be taken during the week of 8th June 2026 (count week), unless you have a previous agreement with DfE.



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View the [conditions of grant \(opens in new tab\)](#) for more information on the minimum requirements.

Once you have completed Step 1 of your free breakfast clubs data return, please finish your return by completing [Step 2](#) the pupil-level data collection.



Step two: Reporting individual pupils attending free breakfast clubs

You will need to complete and upload a spreadsheet containing Unique Pupil Numbers (UPNs) for the pupils who attended the free breakfast club during the week of **8th June 2026**. **You must only report for primary-aged pupils in reception through to year 6 within participating settings.**

You must complete and upload your form **by 11:59pm on Friday 3rd July 2026** and you can edit and resubmit your return until this date.

If a pupil attends your free breakfast club more than one day in count week, then please record them for each day they attend the club.

The spreadsheet template can be found [here](#).

Please be sure to read the 'Introduction and notes' section of the spreadsheet for detailed instructions on how to complete the template. **Please use the template and do not make any changes to the formatting;** if you do so, the data will be unusable.

To complete your return, you will need to know the UPN or temporary URN for each pupil who has attended a free breakfast club. You can find guidance on what a UPN is here: [Unique pupil numbers - GOV.UK](#).

To complete the form:

- Add UPNs of all pupils who attended the club at least once during the week into the first column (Column A)
- For each pupil/UPN, select 'Attended' or 'Did not attend' under each day of the week (columns G-K).

We have also included **optional** fields for schools to fill in pupil names, dates of birth and if the pupils have SEN Support or EHCP or are eligible for FSMs. Only fill these columns in if useful to you for completing step 1 – you do not need to provide this data however we may use it internally for matching if provided.

An example of a correct and incorrect version of the template can be found below.



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Example of a correctly completed form (only Mandatory columns are filled in here, though optional columns can be filled in if it helps you complete the form)

An example of a correctly completed 'Results' tab is given below, please note this represents 4 pupils attendance breakfast club on different days (URNs given are not real), and only Mandatory columns have been completed.

<i>Mandatory</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>
UPN	SEND status (SEN Support + EHCP)	FSM6 Status	Date of Birth	First Name	Second Name	Monday	Tuesday	Wednesday	Thursday	Friday
A123456789101						Did not attend	Did not attend	Attended	Attended	Attended
B12345678910K						Attended	Attended	Attended	Attended	Attended
C100000000001						Did not attend	Attended	Did not attend	Did not attend	Did not attend
D111111111111A						Did not attend	Did not attend	Attended	Did not attend	Attended

Example of an incorrectly completed form

Here we see one URN (A123456789101) has been entered twice, these are automatically coloured yellow by the spreadsheet to help you see them should this happen. Also we see UPNs of the wrong format, these are automatically coloured red.

<i>Mandatory</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>
UPN	SEND status (SEN Support + EHCP)	FSM6 Status	Date of Birth	First Name	Second Name	Monday	Tuesday	Wednesday	Thursday	Friday
A123456789101						Did not attend	Did not attend	Attended	Attended	Attended
B12345678910K						Attended	Attended	Attended	Attended	Attended
C100000000001						Did not attend	Attended	Did not attend	Did not attend	Did not attend
D111111111111A						Did not attend	Did not attend	Attended	Did not attend	Attended
BB12345678912						Did not attend	Did not attend	Did not attend	Did not attend	Did not attend
A123456789101						Did not attend	Did not attend	Attended	Attended	Attended
C123456789GG						Attended	Attended	Attended	Attended	Did not attend



Frequently Asked Questions

Completing the data collection

What if I don't complete the data collection?

If we do not receive your data on time, **we will be unable to pay you for the Summer Term on time**. If you are having issues completing the form, please get in touch via [Contact Us - Free breakfast clubs programme](#)

Please be sure to submit your data by the deadline of 3rd July or else your payment will be delayed.

What if I make a mistake when completing the data collection?

If you realise you have made a mistake in the data you submit to us, please get in touch via [Contact Us - Free breakfast clubs programme](#)

How do I record a pupil who arrives after the 30 minute breakfast clubs has started?

The aims of the universally accessible free breakfast clubs are not only to provide pupils with a breakfast ahead of the school day, but to provide pupils with a soft start to the school day and to reduce financial burdens of childcare on parents and carers. With this in mind, you should only record the pupils whom you judge to have arrived in time to benefit from an earlier start to their school day.

Pupils accessing a separate food-only model provided by your school should **not** be recorded in your data.

If nursery-aged pupils or children in year 7 and up attend my club, should I record them?

The programme only provides funding for pupils of primary-school age, meaning any pupil who is not in reception to year 6 who attends the club will not be funded through this scheme and **should not** be recorded through this data collection.

Do I need to report the number of pupils that attend my paid-for club?

Schools should only report the number of pupils who attend the **free** 30 minutes (immediately before the start of the school day) element of your free breakfast club offer. If you run an extended paid-for offer for your pupils, which commences and



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ceases ahead of the free 30 minutes, you do not need to report the number of pupils who attended the paid for period of your free breakfast club. However, you should report all primary-school aged pupils who attend the free 30 minutes, even if they also attended the paid for offer. If the paid for offer operates separately and in parallel to the free breakfast club, do not include pupils attending the separate paid for provision.

Funding

When and how will I be paid for delivering the free breakfast club?

Funding will be paid to schools either directly from the (DfE) for academies or through their local authority for maintained schools. Schools will receive their funding in 2 tranches:

- a fixed payment will be made at the end of May 2026 for local authorities and the beginning of June 2026 for academies, to cover the daily flat rate to schools – see Section 4 within here for more detail [Free breakfast clubs grant: methodology for April 2026 to July 2026 - GOV.UK](#)
 - **schools new to the programme** will also receive the one-off start-up grant at this time
 - **schools already on the programme** (such as schools participating in the early adopter scheme) will receive the arrears payment for spring term 2026 at this time
- the remaining funding will be paid in arrears at the end of October 2026 for local authorities and beginning of November 2026 for academies (based on the actual take up of pupils collected from schools) - this will fall within the next grant period

Funding for autumn term 2026 and spring term 2027 will be paid in a similar way, with the daily rate paid as a lump sum payment and the per pupil rate paid in arrears (including the arrears payment for the summer term which will be paid within the next grant period beginning in September 2026). Payment schedules for these terms will be shared in due course.

How will I know how much funding I will receive based on my take-up data?

Schools can estimate how much money they will receive (based on attendance and school FSM rate) using [this tool](#).



Other questions

What if there is a residential trip or an event which means that the week commencing the 8th June will not be representative of attendance at the club across Summer Term?

Schools are asked to contact the Department at [Contact Us - Free breakfast clubs programme](#) if they are concerned about the week commencing the 8th June being taken as representative of their Summer Term. Schools must inform the Department of this before the week commencing the 8th June so that we are able to make appropriate arrangements for your school to report for a different week.

