



## **Sandringham School 16-19 Bursary Fund - 2020-2021 Guidelines**

To be eligible to receive a bursary you must be aged under 19 on 31<sup>st</sup> August 2020 taking a full-time further education course in 2020/21 and you must satisfy the ESFA residency criteria. Students aged 19 and over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16-18 or have an Education Health Care Plan.

To continue to receive a bursary you must be participating in all aspects of your courses as required.

There are two levels of 16-19 bursary payment:

### **Bursary Fund for Vulnerable Students (Level 1)**

A bursary is available through application only for young people in the defined vulnerable groups listed below:

- Students living in care
- Care leaver
- Student in receipt of income support or in receipt of Universal Credit
- Student in receipt of Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or in receipt of ESA and Personal Independence Payment

To enable you to apply for the Vulnerable Bursary a funding claim form needs to be completed by the school for submission to the ESFA and evidence of eligibility from the checklist below will be required.

#### **Eligibility Checklist**

- Copy of Student Benefits received /P60
- Tax Credit Award Notice or evidence of self-employment income
- Students must be participating in all aspects of their courses as required

### **Discretionary Award (Level 2)**

This will be issued to students who are in receipt of free school meals or are Pupil Premium students or can provide evidence of a need for a bursary to support their learning.

#### **Eligibility Checklist**

- Free School meals/Pupil Premium allocation
- Family in receipt of benefits or Tax Credit (evidence must be provided)
- Those who do not qualify for Free School Meals/Pupil Premium but have an identifiable need (supporting documentation will be required such as proof of income or a letter explaining circumstances from parent/carer).
- Students must be participating in all aspects of their courses as required.

For level 2 applications, please provide a breakdown of the specific educational purpose for the funds you are requesting on the first page e.g. Cost of transport, books and equipment, laptop.

There is a small amount of money available for emergencies should they arise. Students should discuss with the Head of 6<sup>th</sup> Form if they feel that there is a situation under which they feel they may be eligible for one off support for educational

#### **Notes**

If you believe you are entitled to Free School Meals parents/carers should apply online at [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals)

Please note that all approved funding will be reviewed for eligibility on a termly basis. If conditions are not upheld the school can withhold payments and if necessary, ask for money to be paid back. Bursary payments will be reduced to pro rata in accordance with attendance figures for each student.

If you require any further information, please go to the Department of Education website or telephone the Sixth Form Office.

## 16-19 Bursary Application



### Autumn Term 2020 Application

To be eligible to receive a bursary you must be aged under 19 on 31<sup>st</sup> August 2020 taking a full-time further education course in 2020/21 and you must satisfy the EFA residency criteria. See attached guidance for further details about eligibility.

Name \_\_\_\_\_ Age as of 31 Aug 2020: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Bursary Fund for Vulnerable Students (Level 1)

I wish to apply for a Vulnerable Student Bursary Fund Yes/No

*Please supply written confirmation as stated in the 2020/21 Guidelines*

#### Discretionary Award (Level 2)

I wish to apply for a Discretionary Award Level 2 Yes/No

Free School Meals / Pupil Premium Yes/No

Family in Receipt of benefits and Tax Credit Yes/No

*Please attach copies of relevant evidence as stated in the 2020/21 Guidelines*

For both types of Discretionary Award, please tick the equipment/resources that you require help with, according to the courses that you are studying. Please note: we have our own estimated costs worked out for each A-level/ Level 3 course which we will check in September against final options, but it would help us to know what you think you will need at this stage:

Item	Required?
Textbooks - please estimate how many	
Laptop – (see separate document about requirements for different courses to see if you need one)	
Art or photographic equipment - rough list would be useful	
Travel costs - estimate of bus fare per term	
Other - please provide details and estimated costs	

Student Signature: ..... Date: .....

Student email address: .....

Please return your form to Mrs Grubb in the Sixth Form Office.

**All applications will be treated as Private and Confidential.**



**SANDRINGHAM SCHOOL  
THE RIDGEWAY  
ST ALBANS  
HERTS  
AL4 9NX**

**NOTIFICATION OF BANK ACCOUNT (STUDENT ACCOUNT DETAILS)**

Surname ..... Forenames .....

**DETAILS OF BANK ACCOUNT**

Name of Bank .....

Name of Branch .....

Address of Branch .....

.....

Sort Code

--	--	--	--	--	--

Account Number

--	--	--	--	--	--	--	--

Roll Number  
(if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account name

.....

Details of the account I wish my bursary to be paid into are given above.

I can confirm that this is my bank account

Signature of student ..... Date .....