



**Sandringham School**

*'Everybody can be Somebody'*



The Ridgeway, St. Albans, Hertfordshire. AL4 9NX

Telephone: 01727 799560

Email: [admin@sandringham.herts.sch.uk](mailto:admin@sandringham.herts.sch.uk)

Website: [www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk)

Headteacher: Alan Gray, M.Sc., F.R.S.A.

Deputy Headteacher: Caroline Creaby, BA, M.Ed., Ed.D.

Deputy Headteacher: Mark Nicholls, BA (Hons)

June 2022

Dear Student,

The 16-19 Bursary Fund is intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school or college, for example. Sixth form courses require some resources which are not provided by the school and the exact resources needed depends on the subjects you are taking. The Bursary Fund is administered by the school and students are invited to apply if they feel they are in need of additional financial support.

Eligibility and the levels of support available are outlined in the Bursary Funds Guidelines. Individual bursary awards are made to each student based on calculate need, including individual travel costs and resource costs for each course within their programme of study.

**You will need to complete an application form** which should be returned to the sixth form office by 1.30pm Friday 16<sup>th</sup> September 2022 (along with necessary documentation providing proof of income or other evidence). Please note that this form needs to be completed by you as the student, with your bank details. You will receive the payment, not your parents. However, we will require details about your family income and circumstances from a parent/carer.

The remissions panel will meet after the deadline of application to decide on discretionary bursary payments for this term and so late applications may miss out on this allocation.

Please find attached a copy of the Sandringham 16-19 Bursary guidelines and application form.

Yours sincerely,

Mrs Kate Mouncey  
Director of Sixth Form



Artsmark  
Platinum Award  
Awarded by Arts  
Council England





### **Sandringham School 16-19 Bursary Fund 2022-2023**

To be eligible to receive a bursary you must be aged over 16 and under 19 on 31<sup>st</sup> August 2022, taking a full-time further education course in 2022/23 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. For full details about the Bursary at Sandringham School, please see the '16-19 Bursary Fund: Sandringham School Statement' which is found in the Sixth Form section of the Sandringham School website.

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:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

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

#### **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).

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.

#### **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 an annual basis. If you require any further information please go to the website <https://www.gov.uk/1619-bursary-fund> or telephone the Sixth Form Office.