

The Ridgeway, St. Albans, Hertfordshire. AL4 9NX
Telephone: 01727 799560
Email: admin@sandringham.aat.school
Website: www.sandringham.herts.sch.uk

Headteacher: **Alan Gray, M.Sc., F.R.S.A.**
Deputy Headteacher: **Caroline Creaby, BA, M.Ed, Ed.D**
Senior Deputy Headteacher: **Mark Nicholls, BA (Hons)**
Acting Deputy Headteacher: **Mark Allday, BSc (Hons)**
Acting Deputy Headteacher: **Kate Mouncey, MA, BSc (Hons)**

June 2024

Dear Student,

The **16-19 Bursary Fund** is intended to help students with the essential costs of participating in their study programme, such as to help with the cost of essential books or equipment, or with the cost of travelling to school. Some 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.

The eligibility criteria and the levels of support available are outlined in the **Bursary Funds Guidelines** which can be found below. Individual bursary awards are made to each student based on calculated need. Students will receive resources for each course such as textbooks and practical equipment. They will also have the long-term loan of a laptop if they do not already have one, and can apply for support with travel costs.

You will need to complete an application form which should be returned to the Sixth Form office by 1.30pm **Friday 20th September 2024**, along with the necessary documentation such as proof of income or other forms of evidence as outlined below. Please note that this form needs to be completed by you as the student, with your bank details. You will receive the resources and any travel payments, not your parents/carers. 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 awards 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,

Mr T Leat
Director of Sixth Form



Sandringham School 16-19 Bursary Fund: 2024-2025

Eligibility Criteria:

To be eligible to receive a 16-19 Bursary you must be aged over 16 and under 19 on 31st August 2024, taking a full-time further education course in 2024/25 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:

- you are in or recently left local authority care;
- you get Income Support or Universal Credit because you're financially supporting yourself;
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit;
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

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.

Document 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).

Notes

If you believe you are entitled to Free School Meals parents/carers should apply online at 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.

