Sandringham School
'Everybody can be Somebody'

Ambition Education Trust

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

Executive Headteacher: Alan Gray, M.Sc., F.R.S.A.
Head of School: Mark Nicholls, BA (Hons)
Deputy Headteacher: Caroline Creaby, BA, M.Ed, Ed.D
Deputy Headteacher: Kate Mouncey, BSc (Hons) MA

June 2026

Financial Support in the Sixth Form

Dear Parents / Carers,

Below is information relating to the support available to students in the Sixth Form who may need financial support. If you need any additional information or support with the application process, we would be happy to help.

Free School Meals:
Students in the Sixth Form may be eligible for a Free School Meal where their family meets the eligibility criteria. Applications for Free School Meals should be made directly to Hertfordshire County Council via their website: www.hertfordshire.gov.uk/services/schools-and-education. The Free School Meal payment is made directly to the student's own school account. Students are free to use their daily allowance to pay for food and drinks in the dedicated Sixth Form Cafe throughout the day.

16-19 Bursary:
A **16-19 Bursary** is available to students who may need financial support to meet the costs of participating in their study programme. The eligibility criteria for the 16-19 Bursary and the levels of support available are outlined in the **Bursary Guidelines** which are attached to this letter.

For eligible students, the 16-19 Bursary will be used to cover the costs of the following:

- the cost of essential books / textbooks or equipment (e.g. lab coat) for each subject;
- the cost of resources needed to access your studies (e.g. stationary, paper, folders);
- the cost of essential or required school trips (e.g. Field Work) for each subject;
- a contribution towards the purchase of clothing / shoes listed in the Dress Code;
- a contribution towards essential travel costs (e.g. public transport);
- a contribution towards travel to university visits, interviews, or assessment centres;
- and the long-term loan of a new or fully refurbished laptop.

To apply for the 16-19 Bursary you will need to complete an application form which should be returned to the Sixth Form office by 1.30pm **Friday 11th September 2026**, along with the necessary documentation (e.g. a statement of Universal Credit or proof of income) as outlined below. Please note that the application must be completed by the student, with the student's personal Bank Account details: all resources and any travel payments will be given to the student directly.

Please find attached a copy of the **Sandringham 16-19 Bursary Guidelines** and **Application Form**.

Yours sincerely,

Mr T Leat - Director of Sixth Form

A member of Ambition Education Trust. Registered address: The Ridgeway, St Albans, Hertfordshire AL4 9NX. A charitable company limited by guarantee registered in England and Wales (company number: 07523557)

Sandringham School
16-19 Bursary: 2026-2027

Eligibility Criteria:

To be eligible for the 16-19 Bursary you must be aged over 16 and under 19 on 31st August 2026, taking a full-time further education course in 2026/27, and must satisfy the DFE's residency criteria for post-16 provision.

Students aged 19 and over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began when aged 16-18, or have an Education Health Care Plan.

Bursary Fund for Vulnerable Students (Level 1)

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

- you are in or recently left local authority care;
- you receive Income Support (IC) or Universal Credit (UC) either because you financially support yourself or financially support a dependent (e.g. your child);
- you receive Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **in addition** to Employment and Support Allowance (ESA) or Universal Credit (UC).

When you apply for the Vulnerable Bursary you will be required to provide evidence of the above via the documents listed below:

- written confirmation from the Local Authority of your current or previous looked-after status;
- a copy of your Income Support (IC) or Universal Credit (UC) award notice;
- a copy of your Disability Living Allowance (DLA) or Personal Independence Payments (PIP)

Discretionary Award (Level 2)

A Discretionary Award is available to students who are not in the defined vulnerable groups, but who may need financial support. The Discretionary Bursary is available to students who meet the eligibility criteria below:

- you currently receive Free School Meals or have received Free School Meals at any point during secondary school;
- your family receives Income Support (IC), Universal Credit (UC), or Child Tax Credits.

When you apply for the Discretionary Bursary the school will verify your current or historic receipt of Free School Meals. If your family receives any of the other forms of financial support outlined above, you will need to submit a copy of the relevant award notice (e.g. Universal Credit aware notice).

Additional information

Eligibility for the Vulnerable Student Bursary (Level 1) and Discretionary Bursary (Level 2) will be:

- re-assessed at the start of Year 13 - all recipients will be required to re-apply;
- and dependent on the student meeting our expectations relating to attendance (95%) - the bursary may be withdrawn if these expectations are not met.