



TOWNSEND
Church of England School

HIGH OAKS, ST.ALBANS, HERTFORDSHIRE AL3 6DR

TEL: 01727 853047 FAX: 01727 834523

Headteacher: Mr A. Wellbeloved B.Sc.

Dear Parent / Carer,

Re: 16-19 Bursary Fund

The government has provided a small amount of money for schools to provide support for students who face the greatest barriers to continuing their education in the Sixth Form, for example transport costs, equipment costs, etc. This letter provides a brief explanation of the fund and invites any students and their parents / carers to apply for support should you feel that you may qualify. More information can be found at;

www.direct.gov.uk/16-19bursary

You may qualify for the 16-19 Bursary Fund if you meet either of the following criteria;

- a) You are a student who is; in care, a care leaver, in receipt of income support or a disabled young person in receipt of Employment Support Allowance who is also in receipt of Disability Living Allowance.
- b) You are a student who is living in a household on low income and you are entitled to receive free school meals this academic year. (Parents can apply for free school meals online at www.hertsdirect.org/freeschoolmeals)

If you do not qualify under the above criteria but still consider yourself to be in need then please also write to me at the school explaining your circumstances. The school will consider your application and may be able to provide some level of support.

If you would like to apply for this support then please complete the application form and return it with the appropriate supporting documentation to Heads of Sixth Form at the school address as soon as possible. Please be assured that all applications will be treated in confidence.

Should you wish to discuss this matter further please do not hesitate to contact me at the school.

Yours sincerely,

Miss L Gibbons and Mrs M Buckland
Assistant Head Teachers, Heads of Sixth Form