

6 September 2021



Ralph Allen School

Respect • Teamwork • Personal Best

Dear Student/Parent/Carer,

The Government provides a 16 to 19 Bursary Fund for students experiencing financial challenges to completing their education at post 16 level. Eligibility for support from the bursary is means tested and available to help fund costs related to your education such as books, stationery, Materials, course relevant trips and visits and in some cases bus fares if previously entitled to a free bus pass. The Government rules state that all such support should be purchased by the school on the students' behalf. We are eager to ensure that students who need it get this support and that they can access it when they need it.

If you would like to apply for this support, please complete the attached Application Form and return this to the Finance Office as soon as possible but no later than 10 September 2021 (all applications are treated in the strictest confidence). Your application will be assessed and once approved the school will contact you to see what your individual needs are. We would aim to get all books etc available to successful students as soon as possible in the first few weeks of term. Late applications will be accepted but may delay your books etc being available for the start of your course.

As per the Application Form please note that **documentary proof of ALL household income is required and assessed. Each adult must provide proof. Please ensure that photocopies of all state benefits letters and statements, wage slips, self-assessment forms, annual accounts, P45/60's are attached to the Application form when it is handed in. Failure to provide this proof will mean that the application cannot be processed, and a bursary cannot be awarded. Please note that if you are in receipt of free school meals in September 2021 then you should fill out the form but will not need to provide the evidence.**

We look forward to receiving your application, if you have any further queries, please contact Katrina deBeer in the Finance Office on the following email: RAS-k.debeer@ralphallenschool.com.

Yours faithfully,

S Thompson

**Mrs S Thompson
School Business Manager**

Headteacher: Andy Greenhough BSc (Hons) | Deputy Headteacher: Angus Harrison BSc (Hons)

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