THE TOTTENHAM GRAMMAR SCHOOL FOUNDATION

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ontherese a company
on Chairman: F. E. J. GRUNCELL Website:

Email:



Clerk: G. A. CHAPPELL PO Box 34098 LONDON N13 5XU

Telephone: 020 8882 2999 (please note that at peak times it can be very difficult to get through on this number)

Dear Student.

PLEASE READ THIS LETTER CAREFULLY

SOMERSET AWARDS for the 2025- 2026 Academic Year

Thank you for your interest in applying for a Somerset Award. A summary of the Foundation's Rules and Conditions for the granting of these Awards can be found below. You can apply on-line via the Foundation's website or use the application form overleaf for either of the two types of Award referred to in this letter. These Awards are only available to applicants who are resident in the London Borough of Haringey and have also attended a state maintained secondary school:

- **O Somerset Award** This is for students taking a full-time vocational course at a further education college, in a school 6th form or other recognised provider. It is NOT available to anyone on an apprenticeship or to those at college or school doing GCSE, AS or A level courses.
- 2 Somerset Undergraduate Award This is for students taking a full-time degree or other full-time course of higher education of two or more years duration.

If you consider that you are eligible to apply for an Award you should visit www.tgsf.info or complete the form overleaf. You must ask your Head Teacher to sign your completed form and to endorse it with the school stamp. For all Award applicants, this must be your state maintained secondary school. Please note that a signature from a member of staff of the college or university which you are attending, or have been attending, is not acceptable for this purpose.

All Awards are now paid annually by direct credit into a student's bank account. Where possible, all correspondence will be sent via email. Please ensure that you have read and understood the "What happens next" panel on the right – especially the advice that you should attach an empty envelope (with a postage stamp and your name and address on) to your form.

Yours faithfully,

Graham Chappell Clerk to the Foundation

To APPLY on-line simply point your smartphone's camera at this QR code. Then follow the instructions that appear on your screen.



WHAT HAPPENS NEXT?

When you have completed your application form, send it before 28th February 2026 to:

> **Tottenham Grammar School Foundation** PO Box 34098 London N13 5XU

You are reminded to ensure that you use the correct value postage stamp when sending your application form – the Foundation will not pay Underpaid Postage fees and the Post Office will eventually destroy your envelope and its contents. Don't forget the Foundation's PO Box address is not a freepost address.

Safe receipt of your application will not be acknowledged unless you include a stamped self-addressed envelope with your form. We strongly advise that you do this – even if you are leaving your form with your school for them to post on your behalf (in which case you should staple your SAE to your form).

When your application has been processed you will receive a letter (via email - if you have provided a valid email address) telling you what will happen next. It may take three or four weeks (or possibly up to ten weeks for forms submitted after mid-October) for your application to be processed. After a few weeks, if you wish to contact the Foundation to check the status of your application, the easiest way is by email to (awards@tgsf.org.uk) stating your name, the approximate date you sent in your form, the name of your School and type of Award you have applied for.

CONDITIONS FOR SOMERSET AWARDS (INCLUDING UNDERGRADUATE AWARDS)

The full rules and regulations of the Tottenham Grammar School Foundation are available upon request and can also be viewed on the Foundation's website: www.tgsf.info. The Trustees of the Foundation have approved the following additional Rules for the granting of Somerset Awards:

- the closing date for receipt of applications for Somerset Awards for any academic year shall be 28 February;
- Somerset Awards (for students taking a full-time vocational course at a further education college or other recognised provider) and Undergraduate Awards (for students taking a full-time degree or other full-time course of higher education of two or more year's duration) will be available only to applicants who are resident in the London Borough of Haringev and have attended a maintained secondary school whilst resident in the Borough for the majority of their secondary education;
- Awards will not be approved for GCSE, AS or A level courses;
- Awards will not be approved in respect of a course being followed at a school (including a school sixth form) unless it is a vocational course;
- Awards will not be approved for students on apprenticeships;
- Payment of any Award will be conditional on the provision by the Award holder of a Certificate of Enrolment and Attendance which should be on University or College headed paper (not a photo copy) and which must be signed by the holder's tutor or other senior member of staff concerned with the course being followed. Alternatively, an electronically submitted authenticated statement containing equivalent information and sent directly from an official source (e.g. an email address with a .ac or .sch suffix) may be provided;**
- (vii) Applicants for Awards must be at least 16 years old and below the age of 25 years on the 1st September in the year of their course of study.

**N.B. The provision of your University or College's Certificate of Enrolment and Attendance (referred to in Condition (vi) above) is a distinctly separate stage to this application process. You should not delay submitting your application form by trying to obtain such a statement prematurely. Normally, this application form does not need to be accompanied by any other documentation. You will eventually receive an Award Letter which will describe the Commencement Evidence requirements – which are part of the Award claiming process.

CONFIDENTIAL

A registered Charity

SOM/SUA 25/26

APPLICATION for the 2025-2026 ACADEMIC YEAR for a SOMERSET AWARD or a SOMERSET UNDERGRADUATE AWARD

YOU MUST COMPLETE THIS FORM USING INK, BLOCK CAPITALS AND CLEAR HANDWRITING: NB: These Awards are ONLY available to former pupils of state maintained secondary schools WHO ARE ALSO resident in the London Borough of Haringey. If you did not attend a maintained secondary school, you will not be eligible for an Award. If you are not resident in Haringey, you will not be eligible for an Award.

not resident in Haringey, you will not be eligible			
FULL NAME Mr / Mrs / Miss / Ms (circle your p	referred title)		
SURNAME:	FORENAMES:		
Home Address:	Date of	Birth:	
	Home Tel:		
	and/or — —		
Postcode:	Mobile Tel: 0 7		
*Previous Address (if current Home Address is diff	erent to final year at school):	Date moved	
Previous Postcode:		from Previous Address:	
Term Time Address (optional):			
	Term Time Postcode		
PLEASE TICK ✓ HERE ☐ IF YOU WOULD LIKE	ALL CORRESPONDENCE TO GO	TO YOUR TERM-1	TIME ADDRESS
EMAIL ADDRESS { you must use ALL BLOCK CAPITAL LETTERS address – it will be converted to lower case be	S for your email } fore it is used		
BANK DETAILS (if your application is successful you will Account Name (usually your name NOT the bank's name)	eventually receive your Award by direct credit Bank Branch Sort Code		giving the following details):
BUILDING SOCIETY ACCOUNT NUMBERS WITH MORE THAN 8 DIGITS ARE NOT ACC		NUMBER. IS LESS THAN 8 DIGIT	S – YOU MUST INCLUDE LEADING ZEROS
You must attend, or have in the past attended, a state maintained	ondary School name:		
secondary school. Give the details Inse		M M / Y	
Course Subject / Title:	school here (month & year): Fro	<u> </u>	
	J. BTEC / EdExcel / QCF / OCR / OCN / C&G / AA	T / CACHE / CYQ / IMI etc.)
HERE THE Level (e.g. Entry / Intro / First / National / Ce	ertificate / Diploma / NVQ 1, 2, 3, 4, Degree, Found	dation, etc)	
OF YOUR OVER STATE OF Year of Courses		Is the Course Full Time? YES / NO	Please Note: Awards are only
2025-2026 Course: Years Course: Course: Start Date [i.e. when you expect to comm		_	available for <u>full time</u> courses]
[read notes (ii),(iii),	ence or the date when you actually commenced a	ittending your coursej.	
(iv) & (v) overleaf before completing this section] NAME and address of College University or Training Agency:	,		
HAVE YOU PREVIOUSLY RECEIVED A	SOMERSET AWARD? YES / N	IO IF YES, PLEAS	E GIVE DETAILS HERE
(including dates, amounts and Reference Numbers):			
Before you sign this application you should check that you have co form. If anything is missing it will be returned to you and this will significant.			RE READING THE LETTER AND d note that by signing this form they are
Applicant's	Foundation's	Awards are not insignificant	ave given is correct. The values of the and the Trustees will take appropriate
Signature: which the Tottenham Grammar School Foundation needs to process yo	Date: eligibility. Th	e information you have provide	attempt to misrepresent an applicant's ed on this form includes confidential data
parties unless consultation with a third party is necessary to determine y long as is necessary to the provision of assistance to you and to benefici	our eligibility for an award and by signing this form you	consent to this. The information	tion will be kept for up to six years or as
8 I CONFIRM THAT THE INFORMATION GIVEN AT PO	OINTS (OR (2), (3 & (4) ABOVE MA	ATCHES THE SCHOOL	'S RECORD FOR THIS PUPIL
Signature of HEAD TEACHER - PLEASE DO NOT SIGN IF THE DATES ARE MISSING AT POINT 4			E OFFICIAL STAMP OF THE SECONDARY ABOVE – IF THIS FORM IS SUBMITTED
Head Teacher:			RSITY STAMP – IT <u>WILL BE REJECTED</u>
SCHOOL OFFICE Name of Person Signing for the Sc USE ONLY: Head Teacher PLEASE DO NOT significant	nooi: In this form before you, or a member		
Points 1(or 2), 3 & 4 of your Staff, have checked that the above are (or 2) the DATE OF BIRTH give	ne HOME ADDRESS given at point 1 en at point 3 and the DATES OF		
CORRECT: ATTENDANCE given at point 4 ARI	E CORRECT.	SECONDARY S	CHOOL STAMP ONLY
N.B. The Conditions for the making of Som Management of the Foundation. The relevant	erset Awards are contained in the Rules for the extract from the Rules is printed overleaf.	0200110111110	CCOL OTTUM ONE!
TGSF #1		copy EoC	R2A R2S OBR Dec
OFFICE USE	cert t/copy of: UDP £	AK wks: N/P R/D S/D	A; AS; GCSE, appr p/t >24 2 2 nd Awd 4L O/R @S <16 on:
ONLY #2	ID htS htN baC altP enq	in prog completed	

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