

Application for a Special Somerset Award

THIS FORM IS FOR USE BY THE PARENT, GUARDIAN OR OTHER APPROPRIATE PERSON
APPLYING FOR ASSISTANCE ON BEHALF OF AN INTENDED BENEFICIARY

(usually a child of statutory school age – i.e. aged under 17)

PLEASE READ THE NOTES ON THE LAST PAGE BEFORE COMPLETING THIS FORM IN
INK USING BLOCK CAPITALS

POST YOUR APPLICATION TO
The Clerk to the Foundation
PO Box 81763
LONDON
N4 9QD
Telephone: 020 8882 2999

APPLICANT'S NAME please circle your preferred title: Mr / Mrs / Miss / Ms / Dr / Other

FORENAME _____ **SURNAME** _____

Address _____ **Home Tel** _____

_____ **Mobile Tel** _____

Postcode _____

EMAIL ADDRESS _____

you must use ALL BLOCK CAPITAL LETTERS for your email address – it will be converted to lower case before it is used

FULL NAME OF INTENDED BENEFICIARY

FORENAMES _____ **SURNAME** _____

Home address _____ Home address if different from above
(correspondence will normally only be with the
applicant)

Postcode _____ **Date of Birth** _____

HAS THE INTENDED BENEFICIARY PREVIOUSLY RECEIVED A SOMERSET AWARD? YES / NO

IF YES PLEASE GIVE DETAILS (including dates, purpose and amounts) HERE:

(1) If the intended Beneficiary currently attends or has in the past attended a Haringey school, this form should be signed by that school's head teacher at point (A) on page 2.

(2) If the intended Beneficiary did not attend a Haringey school, documentary evidence of their date of birth and normal home address in the London Borough of Haringey must be provided together with a full explanation of why they are attending a non-Haringey school (see note (iv) on the last page).

FORMS NOT SIGNED BY A HARINGEY HEADTEACHER WHICH ARE NOT ACCOMPANIED BY EVIDENCE OF THE INTENDED BENEFICIARY'S DATE OF BIRTH AND HARINGEY RESIDENCE WILL NOT BE CONSIDERED.

SCHOOL DETAILS

Please give the following details of the intended Beneficiary's current, or most recently attended, school:

School name _____

School address _____

Dates of Attendance: from _____ to _____ (MM / YY)

PURPOSE FOR WHICH AN AWARD IS SOUGHT

(1) Information Technology (IT equipment): e.g. Desktop PC, Laptop, iPad [please circle and then give more detail below] **YES / NO**

(2) Communication Aid / Software for Communication e.g. iPad with Proloquo/Grid Player; Step by Step communicator **YES / NO**

(3) Other **YES / NO**

EQUIPMENT REQUESTED:

Please note applications for Communication Aids or software relating to communication will be initially referred by TGSF to the Haringey Augmentative Communication Service, Speech & Language Therapy, Vale School for assessment. Contact: SLT Dept; Vale School Resource Bases; 020 8801 1313 for more information.

ITEMS ENCLOSED WITH THIS APPLICATION

Please tick the items enclosed with this application form [see notes on the last page]:

- | | | |
|---|--|--|
| ☐ Covering letter from applicant (optional) | ☐ Letter from school | ☐ Letter from Healthcare professional |
| ☐ Assessment report / supporting information | ☐ Copy of relevant extract from Statement | ☐ Estimate or quote of required equipment costs |

Applicant's Signature

(A) Signature of Head teacher

Date _____

Date _____

FOR SCHOOL OFFICE USE ONLY

S1 Date of Birth and Dates of School Attendance confirmed as correct: _____ (initials)

IN ADDITION, PLEASE SUPPLY THE FOLLOWING INFORMATION

	Date	Professionals Involved e.g. Teacher, IT Consultant
Assessment for IT equipment requested		
Trial period with equipment (i.e. an example of when child has used this type of equipment)		
Details of programs used/activities e.g. Apps		

Applications will only be considered if the above information is provided.

NOTES FOR APPLICANTS OF SPECIAL SOMERSET AWARDS

- (i)** Please use the application form above and overleaf – if you would like to also send a covering letter, please feel free to do so, although it is not essential unless note (iv) below applies.
- (ii)** Where the intended beneficiary has special educational needs, the application should be accompanied by a supporting letter or report from the Healthcare/Education professional working with the child and/or a supporting letter or report from their school and/or a copy of relevant extract(s) from the child's Statement.
- (iii)** If an Award is being sought for the cost of a particular piece of equipment, the application should be accompanied by a copy of a quotation or estimate of costs – this should itemise any essential additional associated costs (e.g. specialist computer software or communication aids).
- (iv)** If the intended beneficiary has not attended a school in the London Borough of Haringey, the application should be accompanied by a letter explaining the reasons why and by evidence of their date of birth and Haringey residence (types of acceptable documentary evidence include: Birth Certificate; Passport; Home Office ID Card; Driving Licence; Medical Card; Utility Bill. Applicants often find that a Medical Card is a convenient solution as it can usually be used as evidence of date of birth and address. You are reminded that, when sending valuable documents through the post, you have a choice of methods. The Foundation will normally return your documents using the same method that you used to send them, e.g. Special Delivery, Recorded Delivery, 1st Class Post).

N.B. The Conditions for the making of Somerset Awards are contained in the Rules for the Management of the Foundation – copies are available from the Clerk to the Foundation. (If a Haringey school is/was not attended please see note (iv) above).

The information you provide includes confidential data which the Tottenham Grammar School Foundation will hold securely and not disclose to any third parties unless consultation with a third party is necessary to determine your eligibility for an award. The information will be kept for a length of time appropriate to the provision of assistance to applicants and to beneficiaries who remain potentially eligible for the Foundation's various awards, grants, scholarships and bursaries programmes.

The address to use when posting your application is: Tottenham Grammar School Foundation, PO Box 81763, London N4 9QD

TGSF OFFICE USE ONLY