Free School Meals Applications

Thomas Tallis comes under the Royal Borough of Greenwich so all applications must be processed through them.

<u>Thomas Tallis is not responsible</u> for Free School Meal applications, and they must be done independently by Students and their Parents/Carers.

Please follow this link for further information on applying and to check eligibility:

Free school meals, clothing and school trip grants | Apply for free school meals and other grants for school pupils | Royal Borough of Greenwich (royalgreenwich.gov.uk)

Free School Meals Application Form, can be found here:

Pupil Benefit Claim (royalgreenwich.gov.uk)

Please note new applications need to be made if any of the following applies to your child:

- New student to Thomas Tallis from another school or borough
- If you have not previously received Free School Meals

If you <u>have</u> received Free School Meals and attended Thomas Tallis in Yr 11, then you do not need to do anything, but if you have any further questions, please contact the Royal Borough of Greenwich, Pupils Benefits Team directly, on 020 8921 2530 or email <u>pandsbenefits@royalgreenwich.gov.uk</u>.

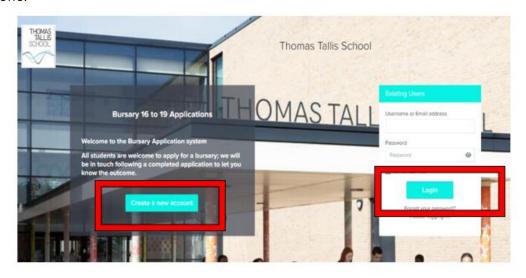
16-19 Bursary Applications

New Bursary Applications

Before making an application please ensure you have read the **Thomas Tallis School Bursary Policy 22-23.**

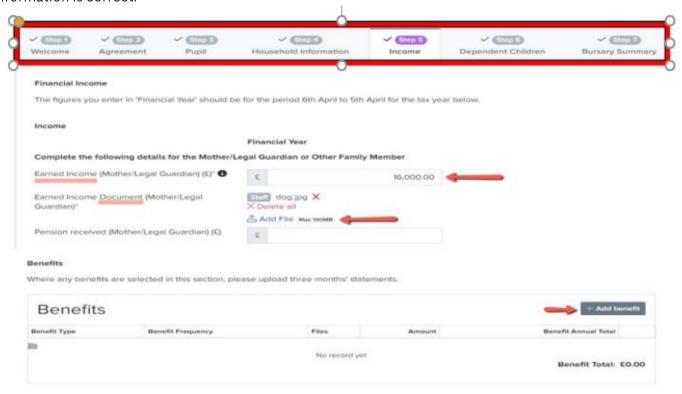
To apply please go to https://tallispost16bursary.applicaa.com/.

If you have previously created an account for your Admissions Application, please try to log in using the same username and password details. If this does not work or you do not have an account, then you need create a new one.



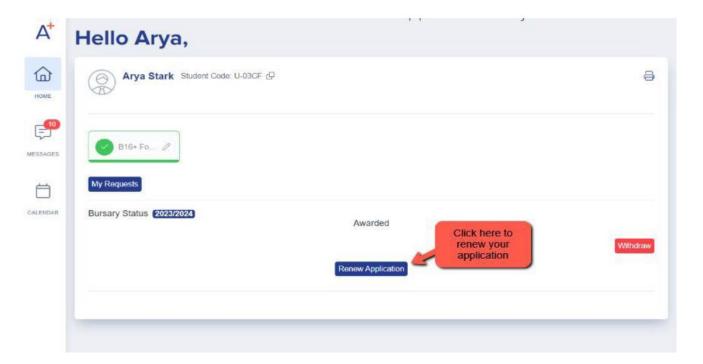
If creating a new account, follow the process and ensure that you fill in ALL required fields marked with a Red * Once you have completed your account you can then complete your application.

The income section is particularly important because if you do not provide the correct supporting documentation, it can result in your application being declined or delayed. So please make sure this information is correct.

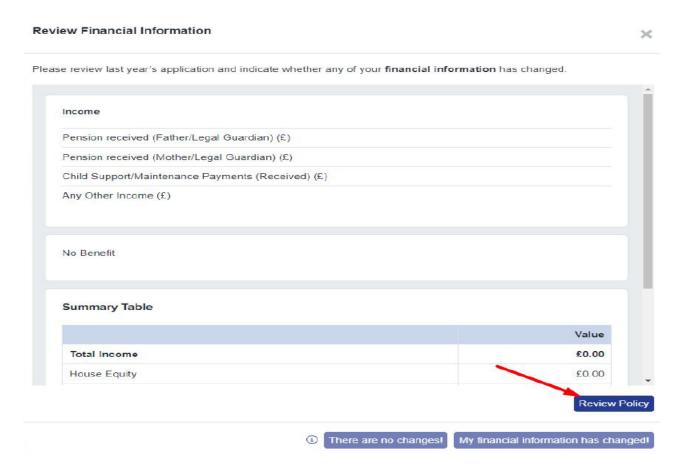


Renew Bursary Application

If you are already in receipt of a Bursary then you need to log into your existing account and will see on your dashboard a Renew Application button, please select this to continue.



A new window will then open for you to **Review your previous Financial Status Information.** Please select **Review Policy**.



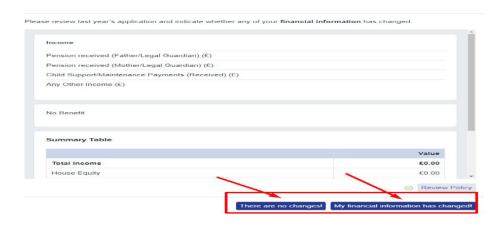
Then select and open the **Thomas Tallis Bursary Policy** – this will open in a new tab, please ensure you read this document before closing.

When you close the Bursary Policy document you will be re-directed to the previous field, where you will need to confirm that you have read and agree to the Policy and then submit.

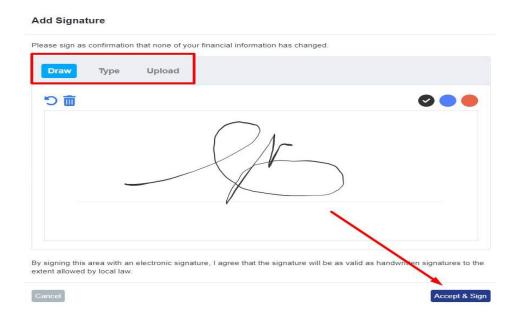


Once submitted you need to fully review the financial information.

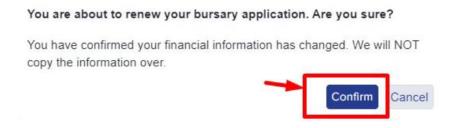
If the information is correct and there have been <u>no changes</u>, then select **There are No Changes**. If the information is <u>incorrect or there are changes</u> then please select **My financial info has changed**.



If <u>no changes</u>, you will be asked to provide a signature to confirm this. You can <u>Draw</u>, <u>Type</u> or <u>Upload</u> an image of your signature. Then select **Accept & Sign** to complete the renewal process.



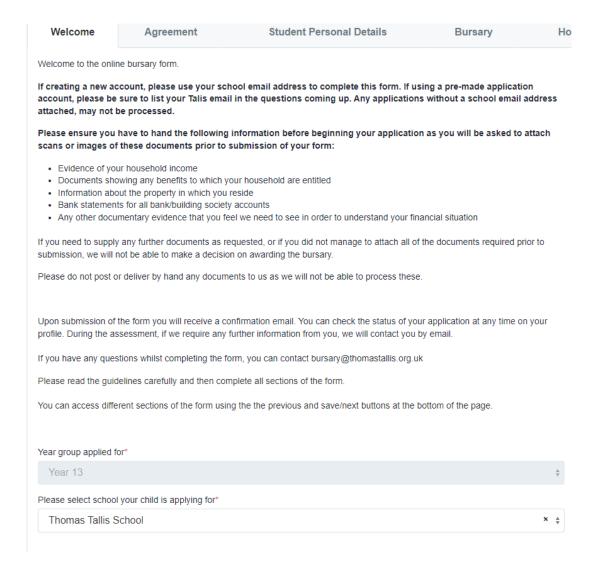
If changes do need to be made to your information, then the following pop up will appear:



Once confirmed, it will show on your account dashboard as Not Started.



You will then be directed to a new dashboard to start a completely new application form where you can fill in any new financial information.



Please be aware that applications can take up to 2 weeks to process from their submission date.

Students and Parents/Carers will be contacted via email to inform of the outcome and further relevant information will be provided including a Student User guide on making Bursary requests and what items can be purchased.

If you do have any further questions then please email <u>bursary@thomastallis.org.uk</u> or students can visit the Post 16 Admin Office between 1-4pm, Monday to Friday during school hours.