



## **Policy and Guidelines for Bursary Help**

Kingshott School is committed to broadening access by offering means tested financial support to assist in the payment of school fees to eligible families. Such support is known as an award or bursary, which may be given to assist the payment of fees of up to 100% of tuition, depending on the circumstances of the applicant. There are a limited number of awards available. Information on the availability of means tested financial support to assist with payment of school fees can be found on the school website.

## **The Awards or Bursaries**

There are two categories of award:

- **Access Awards** – these are available to children who wish to join Kingshott in Years 7 and 8, but whose parents or guardians are unable to fund the fees. All awards are means tested and conditional on the recipient meeting the school's entry standards.
- **Emergency Bursaries** – these are available to existing Kingshott families whose financial or personal circumstances change unexpectedly, resulting in difficulty with paying fees. In such circumstances various financial schemes may be considered in the short or long term. This assistance cannot be guaranteed for the remainder of a child's time at Kingshott, but will be reviewed on an annual basis.

All awards are at the discretion and approval of the Governors, as noted in the application process below. In exceptional circumstances, the Governors may offer further means tested awards at their discretion.

## **The Application Process**

The first step in the application process is to contact the Headmaster's PA to make an appointment to meet the Headmaster and tour the school. The Bursar can also be contacted ahead of the visit to discuss details of any likely award. She will offer advice and guidance on the process that will need to be followed. From start to finish the applicant's case is treated with the utmost confidence.

Following the initial visit to the school, the child will then be invited back for a taster day during which he or she will be assessed. The balance of the day will be spent in the classroom with Kingshott children.

Parents or guardians seeking a bursary are required to complete a Confidential Statement of Financial Circumstances form, which provides information on their financial circumstances. This application form is available from the Headmaster's PA, the Bursar or can be downloaded from the website.

The Bursar is responsible for assessing the application to establish the likely level of support available to the child to attend Kingshott. This process involves a thorough assessment of the Kingshott Confidential Statement of Financial Circumstances form and may involve the parents visiting the school for a meeting to ensure that the information has been correctly interpreted and that the basis of the financial assessment has been fair.

A recommendation will then be put forward to the Finance Committee of Kingshott School Governors and the Headmaster. Once awarded, the parents or guardians are required to sign the Acceptance Slip accepting the conditions of the award as set out.

Following a review of the financial status of the applicant, together with a successful outcome of the candidate's assessment, a place will be offered.

### **Indicative Means Tested Award**

<b>Household Income</b>	<b>Award</b>
£15,000	100%
£25,000	92%
£30,000	82%
£35,000	67%
£40,000	49%
£45,000	27%
£50,000	10%