

BURSARY AWARD SCHEME – 2020

Introduction

The scheme is only available for pupils wishing to enter Reception Class in September 2020

The Thorpe Hall School Bursary Fund offers places in the school on a means-tested basis. This is not a scholarship and candidates will not be required to compete with other applicants academically, artistically, musically or in sport. However, the school looks for applicants who will cope with and exploit to the full the varied and wide opportunities a Thorpe Hall School education has to offer. This Bursary Award is intended for a child whose parents could not normally pay for a Thorpe Hall School education.

The school is offering to pay up to 50% of the standard educational school fees. The Bursary award is subject to the limitations laid out in the Bursary Policy. Awards are entirely at the discretion of the school.

The parents in receipt of a Bursary Award will be expected to meet the remaining portion of the fees. In all cases parents will be asked to pay for lunch, uniform, extra music tuition, school trips and a small number of books.

The names of awarded pupils will be kept strictly confidential by the school and by the parents in receipt of the award.

Parents applying for the award will be required to submit a comprehensive financial declaration form which may be verified by an external assessor. The school will assist Parents in filling in this form if needed. Income is calculated on the total family income before tax from all sources, for the year ending before the start of the school year in which the child enters the school. Parents will be asked to provide proof of all income, for example a recent pay slip, P60, HMRC self-assessment documents, pension income proof, share dividend vouchers and building society interest, etc. Documents which have been clearly photocopied are acceptable.

We will consider all applications carefully and these will be treated with the strictest confidentiality. ***It is very important that all parts of the application are fully completed with all the accompanying documentation as the school will not accept or acknowledge incomplete forms***

How to apply

Stage 1 – The application form and financial declaration

Please answer all the questions as fully as possible and feel free to include extra information if you wish. *It is very important that the application is fully completed as the school will not accept or acknowledge incomplete forms.*

Stage 2 – The family interview and a day visit

If your child is NOT currently in the Thorpe Hall Nursery:-

Once application forms have been processed some families will be asked to come and visit the school to meet the Headteacher and Head of Lower School and look round the school. This meeting will include the chance for you to ask as many questions as you like and is essentially a 'getting-to-know-you' session. All interviews with families will be conducted in the same way.

If your child is already attending the Thorpe Hall Nursery setting, this stage is skipped.

Stage 3 – Grant award

Following stages 1 and 2 the Finance Committee, which includes two Governors, may make an award of up to 50% of the fees and your child may be admitted to Reception Class in September 2020. If this is the case you will be asked to sign a contract with the school which stipulates the requirement for an annual review of your financial circumstances. The contract will also require you to keep confidential the details of your award.

The number of awards that can be made each year is strictly limited and it may be that your application is unsuccessful.

When you can apply

The Finance Committee meets in March each year to consider Bursary Awards for entry into the school in September. The deadline for applications for entry in September 2020 is 28th February 2020.

Bursary Award Policy

Overview

- 1.1 Thorpe Hall School acknowledges the need to create access to the education it provides to parents who cannot afford the fees.
- 1.2 Access to a Thorpe Hall School education for those families who cannot afford the fees is achieved through discounted fees, known as Bursary Awards.
- 1.3 Discounts awarded can range from 100% to 10% depending on means-tested need, though in certain years discounts may be restricted to less.

Limitations

- 2.1 Thorpe Hall School provides Bursary Awards up to the value of 5% of turnover as reported in the Accounts.
- 2.2 The school may provide a number of 100% Bursary Awards.
- 2.3 Parents of children who have already paid fees for their children at Thorpe Hall School are not eligible to apply for a Bursary Award.
- 2.4 Where an award is made to a child in the Lower School, the award will cease when the child reaches the end of Year 6. However, parents may re-apply to have the award extended.
- 2.5 Children in receipt of a Bursary Award are treated equally with all other members of the school community.
- 2.6 Parents in receipt of a Bursary Award must provide up-to-date information of their financial status whenever asked to by the school, or at least annually.
- 2.7 Where a Year Group has two or less places to fill, no Bursary Awards will be made.
- 2.8 Bursary awards are not available to children applying to enter the school after the first term of Year 9.
- 2.9 Thorpe Hall School reserves the right to withdraw a Bursary Award in the event of a significant change in material circumstances of the recipient.

Confidentiality

- 3.1 Thorpe Hall School will keep the status of Bursary Award children confidential.
- 3.2 Parents in receipt of a Bursary Award will be required to keep the award confidential. Failure to do so may result in the award being recinded.
- 3.2 All financial records of parents applying for a Bursary Award will be kept confidential.

Application for an Award

- 4.1 The school will provide applicants with a straightforward document to complete in order to apply for an award.
- 4.2 Applicants will meet with the Headteacher and complete a day visit in line with the school's admissions procedures, where relevant.
- 4.3 The final granting of an award rests with the Board of Governors.
- 4.4 All employees and Governors of the school must declare an interest if appropriate.
- 4.5 A procedure exists for those who wish to appeal against a decision of the Finance Committee not to grant an award.
- 4.6 Applications for Bursary Awards must be submitted by 28th February 2020.

- 4.7 Failure to submit a completed application form and financial declaration by 28th February 2020 will render the application void.
- 4.8 Bursary Awards will be made once a year by the Finance Committee meeting in March for entry into the school in the forthcoming September.
- 4.9 Incomplete application forms will not be accepted or acknowledged.
- 4.10 The committee will make awards based on criteria laid out in this policy.

