



LEE Hurst Swan THE PROCEDURE OF AWARDING OF SCHOLARSHIPS AND BURSARIES

Reviewed by the Headmaster in January 2017

Academic Scholarship Procedure for new entrants to the school

Academic Scholarships for entrants to year 7, worth more than 30% of fees are means tested. The details of the procedure and application forms are supplied on request. Scholarships are awarded on a “needs blind” basis, the level of support offered is means tested. Such awards are made by the Headmaster in conjunction with the Bursar.

- **Step One.** Parents/guardians seeking a Scholarship are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, (Confidential Statement of Financial Circumstances) must be accompanied by full documentary evidence as listed for bursaries below. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar no later than the date of the Entrance Exam in any year, for bursaries to start the following September.
- **Step Two.** The Bursar assesses all applications in order to establish the likely level of support which will be required in order to allow the child to attend the School. This may involve the Bursar, or her representative, visiting the parents/guardians’ home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- **Step Three.** The Bursar prepares a series of recommendations, one for each applicant, in accordance with the Leehurst Swan Scale of Awards, within the guidelines determined by the Governors.
- **Step Four.** The Headmaster, using the results of the entrance examinations and any interview or further selection procedures, ranks the pupils in order of ability. The awards are made in conjunction with the Bursar’s recommendations up to the maximum total cost determined by Governors.
- **Step Five.** By end of February the parents/guardians are advised whether their child is to be offered a place at the School and of the scholarship offer. The parent will then have two weeks to accept or decline the offer. After this period, the offer is withdrawn if not accepted.
- **Step Six.** Parents/guardians are then required to sign a letter accepting the place at the school and an agreement relating to the conditions of the Scholarship.

Selection:

In assessing a child’s suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered, through interviews and reports, as well as actual achievement. Scholarship funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Headmaster, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the School. In normal circumstances, each applicant should meet the School’s normal academic requirements. Previous school reports will be consulted for evidence of good behaviour.

The extent of the award

The extent of the Scholarship is not influenced by the level of the academic ability of the child but by the extent of need, once selection has been made. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these, within the context of what is viable within the context of its overall budget.

Bursary procedure for existing pupils

All bursaries are awarded by the Bursary Review Committee which meets in the Spring Term to consider bursaries that would come into effect in the following Autumn Term. The Bursary Review Committee will consist of the Headmaster, Bursar, two Governors and one Guardian Member of Governors. One of the Governors will be a member of the Finance Committee. Normally the members of the Bursary Review Committee should not have children at the school.

All applicants requesting consideration for financial assistance or means tested Scholarships should have completed the required information before the review meeting or the day of the scholarship examination, namely;

1. Complete a Confidential Statement of Financial Circumstances.
2. The above statement to be forwarded to the Bursar with copies of:
 - a. P60 or equivalent for previous tax year
 - b. Last 3 months pay slips
 - c. For self - employed sole proprietors (or where in partnership with spouse) the last two years accounts
 - d. For those in partnership with unrelated third parties, their schedule D assessment for last 2 years tax returns
 - e. For those running small family companies, the last 2 years audited accounts
3. The Bursary Review Committee will calculate parental resources by reviewing
 - a. Taxable income
 - b. Other emoluments
 - c. Notional contribution from capital. This will be based on net capital (net capital to be taken as Capital Assets less Capital Liabilities). A charge equivalent to the prevailing Bank Base will be made on Net Capital
 - d. Personal income of the child for whom the application is being made

The following will be deducted from parental resources:

- a. Income tax and National Insurance contributions
- b. Mortgage Interest
- c. Superannuation contributions
- d. Any rent on home
- e. Child care

The decision of the Bursary Review Committee will be communicated to parents in writing by the Bursar.

The Bursary Review Committee may be called to meet at other times of the year, depending on need and urgency of the help required. Since funds are limited, these additional requests can only be considered within the funds of the school.

This policy is subject to annual review according to a timetabled programme.