

**Bursary and Awards (Scholarships and Exhibitions) Policy**

**Overview**

Walthamstow Hall Senior School is one of the UK’s top performing independent schools with a long established reputation for identifying talent and achieving excellence in all areas. The School’s winning combination of top flight teaching, motivated students, exceptional facilities and effective partnerships with parents ensures that every student becomes the best that she can be. Since its foundation as a charity for missionary daughters in 1838, the School has maintained a strong ethos of making a Walthamstow Hall education accessible to girls with potential whatever their circumstances.

The Senior School offers means-tested bursaries to enable girls from families facing financial limitations to benefit from a Walthamstow Hall education. Bursary applications are examined on a case-by-case basis and offered on a sliding scale dependent on the value of a family’s income and assets. Founders’ bursaries, offering up to 100%\* of tuition fees are available for families in the greatest need. Parents whose daughters are in receipt of a Founder’s Bursary are asked to pay a nominal fee of £50 per term.

Walthamstow Hall Senior School also offers financial Awards to girls who show exceptional promise academically or in sport, drama and art. There are two types of Award; ‘Exhibitions’ are Awards worth a value of up to 24% of tuition fees and ‘Scholarships’ are Awards worth between 25 and 50% of tuition fees. Students wishing to apply for Awards are assessed by examination, interview and, where appropriate, audition/practical assessment. Awards worth 5-25% of the value of annual fees is usually the norm, but combined scholarships of a value up to 50% of the fees are also offered to very exceptional students. Recipients of Awards are referred to as ‘scholars’.

Missionary daughters are educated free of charge where their parents are working in a foreign mission field.

Senior School Awards and bursaries may be combined but only to the maximum level of the means-tested bursary i.e. 100%\*.

**Bursaries**

Financial assistance with Senior School fees is available in the form of means-tested bursaries. Requests for financial support usually fall into two categories:

New applicants to the School where a place has been offered but parents/guardians are unable to fund the tuition fees.

Existing pupils where a change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

Applications are assessed on a case-by-case basis and awarded on a sliding scale up to a value of 100%\*. The level of award will be determined by the family’s gross income, the value of their property, including any overseas’ property, and other assets and their outgoings.

Founders’ bursaries at Year 7, Year 9 and Year 12 entry points, up to the value of 100%\* of fees are available to families in the greatest need.

Families wishing to be considered for a bursary can do so when applying to the School on the relevant section of the *Application for Admission of a Pupil* form. The enquiry will be forwarded to the Bursar who will contact the family to make an initial assessment of their application. Families should be aware that the application process is quite intrusive and will include a home visit by either the Bursar or a representative. The Bursary Application form, attached, at the Appendix should be completed and forwarded to the Bursar for assessment.

The Application Process

Bursaries may be made available to parents/guardians of children entering any year-group. (See the School's Admission's Policy). They are awarded at the discretion of the Governors and the Bursar is responsible for the management and coordination of the process.

Step one - parents/guardians seeking a bursary 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, may be found at Appendix A and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, should 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 a 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 recommendation.

Step four - end of November. The parents/guardians are advised whether their child is to be offered bursary support.

Step five - parents/guardians are then required to sign a letter accepting the place at the School and an acknowledgement agreeing to any conditions relating to the bursary.

The Case for Assistance

The Headmistress and Bursar will consider a number of factors when making the judgement as to the justification for support and the extent of such support. For instance, has the family considered other sources of funds such as the NFL Trust – <http://www.nfltrust.org.uk/> In the main, the child's suitability for the School is the first consideration in granting support.

Suitability - in assessing a child's suitability, attention will be given to the academic assessment result of each applicant but potential will also be considered as well as actual achievement. Bursary 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 headmistress, 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. Bursary applicants must satisfy the School’s minimum entry criteria, passing the Walthamstow Hall entrance exam and interview and receiving a good Head’s report from their existing school.

Financial limitations - the amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. 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. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursaries are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of bursary will include:

* The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents or the requirements of their partner's work.
* Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees as would equity values in houses.
* In cases of separation, the contribution made by the absent parent.
* Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
* Where fees are being paid to other schools (or universities) the School's bursary will take into account all these outgoings.
* Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:

Frequent or expensive holidays

New or luxury cars

Investment in significant home improvements

Owning expensive animals such as ponies

A second property/land holdings

Other factors - it is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:

* Where a child has siblings at the School.
* Where the social needs of the child are relevant (e.g: may be suffering from bullying at their present School).
* Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
* Where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating.

Existing Pupils - Change in Family Circumstances

Within overall budget funding, the School will in normal circumstances set aside each year a hardship fund, for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Bursar, explaining their situation and using the forms at Appendix A. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances.  Current bursary holders will be issued with repeat means-testing forms at the beginning of August each year for return by the end of the month.  For those previously in receipt of bursaries, the Bursar in conjunction with the Headmistress, has the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

Bursaries are awarded by the Governors and the names of girls in receipt of them remain confidential. The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

**Awards (Exhibitions and Scholarships)**

Awards are offered to students who demonstrate exceptional promise in Walthamstow Hall Senior School assessments. ‘Exhibitions’ are Awards worth a value of up to 24% of tuition fees and ‘Scholarships’ are Awards worth between 25 and 50% of tuition fees. Recipients of all Awards are known as ‘scholars’.

Academic Awards

Academic Awards are offered at the Year 7, Year 9 and Year 12 entry points to the School.

At Year 7 entry, all candidates sit an English and a Maths Entrance Examination paper (both 1 hour in length). Parents may also elect for their daughters to sit the Academic Scholarship papers on the afternoon of the same day. Students who perform at the highest level in both the Walthamstow Hall Entrance papers and Scholarship papers are selected to attend a Scholarship interview from which scholars are identified.

At Year 9 entry, parents may choose General Entry or Scholarship Entry. For General Entry candidates sit papers in Engish, Maths and a chosen science from Biology, Chemistry or Physics. For scholarship entry, candidates sit Walthamstow Hall Entrance Examination papers in Maths, English, Biology, Chemistry, Physics and one other subject, chosen by the candidate from the following; History, Geography, Latin, French, German, Spanish or Religious Studies). Students currently in Year 8 at Walthamstow Hall may also apply for a Year 9 Academic Scholarship and will sit the same papers as listed above. Award offers are made based on performance in these examinations and an interview with the Headmistress.

At Sixth Form entry, potential scholars, both current or external in Year 11, sit specific Scholarship examinations consisting of a General Paper and papers in two subjects chosen by the candidate from the following; Maths, English Literature, Biology, Chemistry, Physics, History, Geography, Latin, Religious Studies, Drama, Music, French, German, Spanish, ICT and Computing or **one** of Art, Textiles or 3D Design.

Music Awards

Music Awards are offered at the Year 7 and Year 9 entry points to the School.

At Year 7 entry candidates are asked to perform in front of a panel which includes an external adjudicator. The student should audition with at least two instruments, the second of which can be voice. Candidates should be performing at a minimum ABRSM Grade 4 or equivalent level in their principal instrument. The candidate will also be required to demonstrate their sight reading ability, will have a short aural assessment and will be interviewed by the panel.

The same audition process is followed at Year 9 where candidates would be expected to be performing at a minimum ABRSM Grade 5 level or equivalent.

Music scholars are expected to attend all relevant orchestra and ensemble practices and to perform in and support all concerts and open mornings.

Music can also be offered as one of a candidate’s nominated subjects for the sixth form academic scholarship.

Sport Awards

Sport Awards are offered at the Year 7 and Year 9 entry points to the School.

At Year 7 entry candidates attend a sports assessment morning at Walthamstow Hall. The assessment includes a range of activities designed to test leadership, team work, skills, aptitude and potential. (Candidates are not expected to have played lacrosse before). The assessment panel includes internal and external adjudicators. Candidates are also asked to submit references from two sports coaches, from outside clubs that they play for or from their current school. Candidates short listed for an Award will be recalled and interviewed by a panel.

For Year 9 Sports Awards , internal and external candidates will be invited to a sports assessment and interviewed on the same day.

Sports scholars are expected to attend all relevant School sports practices and coaching sessions, to represent the School when selected for matches and competitions and demonstrate exemplary sportsmanship and team work. Their participation and support of School sport will be reviewed annually and the continuation of their scholarship provision reviewed accordingly.

Drama Awards

Drama Awards are offered at the Year 9 entry point to the School.

Candidates have an interview, may undertake group work, including improvisation, and perform a prepared audition piece in front of a panel of internal and external adjudicators.

Drama scholars are expected to support the Drama department, performing in and assisting backstage in School productions.

Art Awards

Art Awards are offered at Year 9 and Year 12 entry points.

Scholarship candidates sit an Art examination at Walthamstow Hall and submit a portfolio of work which is assessed by the Headmistress and Head of Art. They are also required to undertake work in controlled conditions.

Art can also be offered as **one** of a candidate’s nominated subjects for a sixth form Academic Scholarship.

Award Conditions

Candidates for Sports, Music, Drama and Art Awards must fulfil Walthamstow Hall’s usual entrance criteria in the School’s entrance examinations, interview and head’s report.

Award examinations/practical assessments must be taken on the designated scholarship examination/assessment days at Walthamstow Hall. For Year 7

, 9 and 12 entry, candidates must sit all scholarship papers on the designated day at the school. For Year 7 and 9 entry, overseas candidates may sit the entrance exams at their current school.

The Headmistress’s decision on the offer and value of an Award is final.

If an Award is offered but parents subsequently decline their daughter’s place at Walthamstow Hall the Award will not be offered to another candidate who would have benefitted. For this reason, the School advises parents to consider very carefully their commitment to taking a place at Walthamstow Hall when they apply for an Award. Walthamstow Hall assume that if an Award is applied for and given that it will be accepted for the duration of a student’s career at Walthamstow Hall

until the completion of her sixth form studies.

Awards are subject to review with continuation based on satisfactory progress, participation and conduct in School.

Some parents prefer not to take the financial discount associated with an Award. In such instances the student is still recognised as a scholar and receives her scholarship prize but the funds are re-diverted into the School’s bursary fund.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed June 2018

Next Review June 2019

Signed: …………………………………………………………. Date: ………………………

 Mrs J Adams

 Chair of Governors

\* Parents whose daughters are in receipt of a Founder's Bursary are asked to pay a nominal fee of £50 per term

Appendix A

CONFIDENTIAL WHEN COMPLETED

**Walthamstow Hall**

Confidential Statement of Financial Circumstances

**in support of an application for a Bursary**

*Please read the Notes for Parents before completing this questionnaire*

This questionnaire is in the form recommended by the Independent Schools’ Bursars Association

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| --- |
| **1. CHILD** |
| a | Full Names |  |
| b | Date of Birth |  |
| c | Term/Year of Entry |  |

|  |
| --- |
| **2. PARENT CONTACT DETAILS** (see note) |
|  |  |  Father/Step Father | Mother/Step Mother |
| a | Names |  |  |
| b | Title |  |  |
| c | Address |  |  |
|  |
| d | Post Code |  |  |
| e | Day time Tel  |  |  |
| f | Evening Tel  |  |  |
| g | Mobile  |  |  |
| h | Fax  |  |  |
| i | E Mail Address |  |  |

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| **3. PARENTS’ OCCUPATIONS** |
| a | Employed ( insert employer’s name, address and phone number) |  |  |
| b | Self-employed (complete type of business) |  |  |
|  | Are you a Director or Shareholder or Proprietor of this Company or Business?  | Yes / No | Yes / No |
| If “YES” state proportion of Company or Business you and/or your spouse/partner own |  |  |
| c | Unemployed |  |  |
| d | Retired |  |  |

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| **4. INCOME** (see note)*(Please enter below your current earnings and expected income from all sources for this tax year)* |
|  |  | Father/Step Father  | Mother/Step Mother  |
| a | Gross Salary and other emoluments (including all taxable benefits & expenses) for the year to 5th April 20[ ] |  |  |
| b | Taxable profits of trade or profession for last two annual accounting periods | (i)(ii) | (i)(ii) |
| c | Gross pension, widow’s pension, State pension etc |  |  |
| d | Gross investment income from: |  |  |
|  | * Building Societies /Banks
 |  |  |
| * Dividends and interest (other securities)
 |  |  |
| e | Gross rental profit |  |  |
| f | Social Security benefits (including Child Benefit and Child Tax Credits) |  |  |
| g | Separation or Maintenance Allowance |  |  |
| h | Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees. |  Yes/No |  Yes/No |
| i | Benefits in Kind provided free by reason of employment not already included in (a) above  |  |  |
| j | Any other income or gains not included in (a) to (i) above eg: trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc |  |  |
| k | Please enclose a copy of your self-assessment tax calculation for the previous year. |  |  |

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| **5. OUTGOINGS** (see note) |
| a | Tax payable on Incomes declared above *(including tax deducted at source)* | (i)(ii) | (i)(ii) |
| b | National Insurance Contributions |  |  |
| c | Pension or superannuation contributions (net) | (i)(ii) | (i)(ii) |
| d | Mortgage repayments *(include capital repayment as well as interest)* | (i) Interest(ii) Capital | (i) Interest(ii) Capital |
| e | Endowment mortgage insurance |  |  |
| f | Any other interest payable e.g. overdrafts, credit cards, loans, etc *(please specify)* |  |  |
| g | Annual rent payable on principal residence |  |  |
| **6. CAPITAL ASSETS** (see note**)** |
|  | Father/Step Father  | Mother/Step Mother  |
| a | Approximate market value of all investments |  |  |
|  | * Building Society/Bank deposits/National Savings accounts
 |  |  |
| * Equity investments, (shares, unit trusts, corporate bonds and other securities) and Government stocks
 |  |  |
| * PEPs, ISAs, TESSAs , TOISAs
 |  |  |
| * Life assurance bonds and policies including endowments
 |  |  |
| b | Approximate market value of principal residence *(freehold or leasehold)* |  |  |
| c | Approximate market value of other possessions including house contents, car, collections, paintings, jewellery etc |  |  |
| d | Cash at banks or elsewhere *(current accounts only)* |  |  |
| e | Approximate market value of any other assets *(please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years)* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| f | Net worth/value of any businesses which you own or share |  |  |
| g | Approximate market value of your interest in any other property, land or buildings either at home or abroad |  |  |
| h | Redundancy or other termination payments. |  |  |
| i | Monies that are owed to you. |  |  |
| j | Other assets not listed e.g. share options, trust interests/assets held on your behalf by a third party, assets likely to be received in the foreseeable future etc |  |  |

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| **7. CAPITAL LIABILITIES** (see note ) |
|  | Father/Step Father  | Mother/Step Mother  |
|  | *(Please give details of any capital charges against the assets declared in Section 6)* |
| a | Mortgage Details |  |  |
|  | * amount outstanding on principal residence
 |  |  |
| * a final payment date
 |  |  |
| b | Other liabilities *(please specify)* |  |  |

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| **8. NET ASSETS** |
|  | TOTAL ASSETS (6) |  |  |
|  | LIABILITIES (7) |  |  |
|  |  |  |  |
|  | NET ASSETS (6-7) |  |  |
|  | ***Please explain any reasons why net assets cannot be converted or utilised to pay school fees.*** |

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| **9. DEPENDENT CHILDREN** (see note)*(Includ****e*** *the child to whom this application refers: if more than 4 children, give details on a separate sheet)* |
|  |  | 1 |  2 |  3 |  4 |
| a | Forename |  |  |  |  |
| b | Date of Birth |  |  |  |  |
| c | School or College |  |  |  |  |
| d | Boarding or Day  |  |  |  |  |
|  |  | £ | £ |  £ |  £ |
| e | Annual school or other educational fees *(excluding extras and sundry disbursements)* |  |  |  |  |
| f | Compulsory additional school charges |  |  |  |  |
| g | Amount of fees shown in (e) covered by: |  |  |  |  |
|  | * Scholarships, Bursaries or other allowances given by school
 |
| * Annual sum arising from capital repayment scheme
 |  |  |  |  |
| * Services/Diplomatic/ Company Education Allowances (gross) *(state whether sum has been included in gross salary at 3 (a))*
 |  |  |  |  |
| * Annual sum arising from Educational Insurance Policies
 |  |  |  |  |
| * Assistance from any other sources eg Grandparents, trusts, charities, etc *(please specify)*
 |  |  |  |  |
| h | * Annual income of child *(if any)*
 |  |  |  |  |
| * Capital Value of Trust
 |  |  |  |  |
|  | *The details requested with regard to the fees payable and grants on behalf of your other children are for information only and will not normally be taken into account in the assessment of the level of bursary awarded*. |

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| **10. OTHER DEPENDENTS** *(Please give details)* (see note )  |
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| **11. VERIFICATION OF INCOME**  Please enclose documentary evidence in support of the income figures in Section 4. Please tick those you are enclosing: |
|  | P60 and P11D |  | Copy of HMRC tax calculation issued under Self Assessment |  |
|  | March Pay Advice |  | Confirmation of Schedule D self employment income from an independent accountant |  |
|  | Annual Report & Accounts (including Balance Sheet) for the years 20[ ] & 20[ ] |  |  |  |
|  | Others *(please specify)* |  | e.g. copies of dividend vouchers, bank interest certificates |  |
|  | Court Orders and Legal Separation agreements |  | Covering the payment of school fees and child maintenance |  |
|  | Benefits received |  | Social Security Benefit, Housing Benefit, Job Seekers’ Allowance, Employment & Support Allowance, Income Support, Disability Living allowance, Incapacity Benefit, Child Benefit |  |
| **12. VERIFICATION OF ASSETS** Please enclose documentary evidence of capital assets and tick those you are enclosing: |
|  | Property Valuation | £ | Investment Portfolio Valuation | £ |
|  |  |  |  |  |
|  | Mortgage Statement | £ | Contents Insurance  | £ |

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| **13. HOME VISIT** |
| The school may wish to visit you at your home address to discuss your application for support. Please indicate whether you are happy to receive a visit from the school’s representative. | Yes / No*Delete as appropriate*. |

***ASSISTANCE FROM OTHER SOURCES***

In order to help the greatest number of parents who need financial assistance, all those who apply for a Bursary from the school are asked first to enquire if they are eligible for assistance from any other source.

*Please state whether you have applied to trusts or foundations for a Bursary, and if so to which and with what result.*

**ANY ADDITIONAL INFORMATION**

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| --- | --- |
| **14** | DECLARATION |

After having read the attached notes, the following declaration should be signed by both parents/applicants (or see below):

We/I have read the notes and have made a complete and accurate declaration of our/my income and assets.

We/I understand that if we/I are/am offered a Bursary for our/my child and accept a place for her at the school, the following terms and conditions will apply as between ourselves/myself and the School:-

1. our/my child’s fees account with the School will be credited termly with the amount of the Bursary for so long as the award remains in effect;
2. any award of a Bursary is subject to annual review and we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the School and supply all relevant supporting evidence by the return date indicated;
3. we/I will report immediately any material change in the financial position declared;
4. the Bursary may be withdrawn or reduced if:
5. we/I act or our/my child acts in breach of the School’s Terms and Conditions attached to the Acceptance Form for our/my child at the school;
6. we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
7. we/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
8. in the opinion of the Head, our/my child's attendance, progress or behaviour no longer merits the continuation of the award;
9. we/I are more than 28 days in arrears in respect of any amount due and owing to the School;
10. there is a material change in our/my financial circumstances;
11. the School’s resources are insufficient to maintain the level of award.

e) the Bursary will be withdrawn and the value of any amount of the Bursary previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Bursary.

Signatures: (See note on Parents/Applicants)

Parent/Guardian\*……………………………………….…………Date ……………………….

Parent/Guardian\*……………………………………….…………Date ……………………….

##### [NB. Each person with parental responsibility for the child is required to sign this form and the school is entitled to treat any information received from any person who has signed this form as having been on behalf of both or all such persons]

**NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY APPLICATION FORM**

Before completing the form, please read these notes carefully, and contact the Bursar if further information or advice is required. These notes refer to the corresponding paragraph on the Form.

The School reserves the right to seek any other documentary evidence in support of the income and asset figures submitted, and to make enquiries which it deems necessary.

All financial values should be shown in Sterling. References to Her Majesty's Revenue & Customs (HMRC) include the relevant national Taxation Authority.

**SECTION 2:. PARENTS/APPLICANTS**

These are defined as:

* the natural father and mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
* the parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household; or
* the child’s guardian appointed in accordance with section 5 of the Children Act 1989 (or any earlier enactment) and the partner (if any) of that guardian where the partner normally resides with that guardian and the child in the same household; or
* the person with whom the child resides in accordance with either:
1. a subsisting residence order made under section 8 of the Children Act 1989; or
2. any subsisting court order (other than a residence order) which specifies who is to have actual custody or care and control of the child; or
* where a pupil either has no parents as defined above or the school is satisfied that no such parents can be found, and he is either looked after by a local authority or provided with accommodation within the meaning of section 105(1) of the Children Act 1989, the pupil shall be treated as one whose parents have no income for the purposes of the scheme; or
* where none of the above applies, the parent is the person with whom the pupil normally resides in accordance with any informal care or fostering arrangement and that person’s partner (if any) where the partner normally resides with that person and the pupil in the same household.
* If parents are separated or divorced before or while their child attends the School, both mother and father will require to complete and sign the Application Form.

**SECTION 4: INCOME**

1. The gross annual amount of salaries and wages, including any earnings from profit related pay, part-time employment and any sum received as bonus, commission etc, statutory sick pay, statutory maternity pay giving GROSS amounts (before deduction of tax, NI, superannuation, etc) for the current or latest financial year. Taxable benefits in kind agreed with HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc) – at the amount agreed for taxable purposes.
2. Profits from a business or profession – at the amount of GROSS income agreed by HMRC or relevant tax authority for the year in question (deductions should be made only in respect of capital allowances). Copies of the latest set of accounts should be included.
3. All other Investment income (eg interest or National Savings Bank deposits; dividends, annuities etc) should be entered GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified. Building Society interest must be disclosed GROSS.
4. All social security benefits received should be declared and type of benefit specified.
5. Court Orders, Legal Separation Agreements and Voluntary Arrangements for School Fees – Where a parent is required by a Court Order, or a legal binding separation agreement (eg Deed of Separation) to pay part of the School fees, then only that part of the fee which is not covered by the Court Order/agreement will be used to calculate any bursary to be awarded. This is irrespective of whether or not the order or agreement is being complied with. Where the whole amount of the fees are required to be paid by virtue of a Court Order or separation agreement, applicants are not eligible for a bursary. You should indicate how many years are payable and any annual variations. All receipts relating to maintenance payments, separation allowances and sums in respect of Child Support maintenance must be declared.
6. Include free benefits in kind agreed by HMRC as not subject to tax, eg representative occupation of house, free meals.
7. Enter income from letting or subletting of property at the amount of the NET profit agreed with HMRC; and royalties and all other sources including entertainment and travel allowances etc.

**SECTION 5:** **OUTGOINGS**

1. Enter Income Tax and tax on unearned income SEPARATELY.
2. Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes SEPARATELY.
3. Enter capital as well as interest payment on a mortgage for the principal residence.
4. Only complete this if repayment is effected by means of a full Endowment Policy.
5. Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

**SECTION 6: PARENTS’/APPLICANTS’ CAPITAL ASSETS**

In addition to taking account of all relevant sources of income, the School takes account of the following assets:

1. The capital sum of any monies on deposit with any bank, deposit taker or building society. Investments in stocks and shares, valued as near as possible to the date of submitting the application form.
2. The current market value of your principal residence. The current market value should be estimated by parents where a current valuation is unavailable.
3. If you run your own business or are partners in a business, then you should show the net worth of the business. Shares in a company not listed on a stock exchange should be valued at the relevant proportion of the net value of the company.
4. In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

**SECTION 7: PARENTS’/APPLICANTS’ CAPITAL LIABILITIES**

Details of other liabilities should be provided along with the lender.

 **SECTION 9: DEPENDENT CHILDREN**

Use column number 1 for the child for whom you are now applying at her current school rate. Enter in other columns any other of your children who are unmarried and at a school, university or other educational institution which attracts a county grant.

 e) The figures to be inserted here refer to the current academic year.

 g) (iii) Members of HM Forces and Diplomatic Service should include the amount of any Education Allowances which they receive. Parents in other occupations should include any similar sum

 (iv) Insurance Policies for School Fees – If any insurance policy for the payment of School fees exists, then the amount declared is the amount receivable under the policy for the academic year for which the application is being made. If the insurance policy covers the full cost of the tuition fees, then the pupil is not eligible for a bursary. The types of policy concerned are those which stipulate that the company shall pay the school fees, in whole or in part, to the school in respect of the pupil.

 (v) Where a Trust has been established in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.

1. Where the child has any unearned income, eg interest from National Savings, bank or building society deposits, or receives share dividends, you should enter the source of income and the gross amount received before deduction of any tax. Do not include any income from part time employment or student grants. You should enter the capital value of any beneficiary or other trust set up for each child.

**SECTION 10: OTHER DEPENDENTS**

If you qualify for a Carer’s Allowance, or have an aged grandparent or relative living with you or dependent upon you, please provide details including age, address, condition, etc.

**ANY OTHER RELEVANT INFORMATION**

 Please enter, on a separate sheet if necessary, any details which may affect the assessment of a bursary, eg a known significant change in income or outgoings for the coming year.

**CONFIDENTIALITY**

**The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.**