



FINTON HOUSE
SCHOOL

**SALLY WALKER BURSARY
POLICY & APPLICATION PROCESS**

OPEN HEARTS A

1. Policy Statement

It is the desire of the Patrons of the Sally Walker Bursary that this award be used to promote Public Benefit in providing the opportunities and advantages of independent education to any candidate, including a child with special needs, who shows outstanding ability in at least one area of school life and whose family is unable to meet the cost of independent schooling. The award is available to children who are aged seven or over on the 1st September of the year of entry as long as a place is available. The choice of recipient and the size of the award made are at the discretion of the Bursary Committee. All applications put to the committee by the Registrar will be given equal consideration. The committee's decision is final and there is no appeal procedure.

2. Terms of Award

An award may cover up to 100% of tuition fees for the time the child is at the school. It may also cover the items below at the discretion of the committee and depending on individual circumstances.

- The cost of after school clubs, outings and residential trips.
- A full set of uniform is provided by our school outfitters, Perry Uniform.
- Extra-curricular tuition such as music lessons.
- Extra academic support or specialist tuition for a child with special needs or a learning difficulty.
- A travel grant for child and accompanying adult using Transport for London.

All awards are condition on payment of the termly insurance fee which ensures that a contract exists between the School and the parent/guardian. This is currently £5.20 per term.

3. Assessment

All cases are judged individually and family circumstances are taken into account. However, as a guide, applicants would be expected to have no more than £50,000 gross household income per annum, and no more than around £250,000 equity in property. It is recognised that judgments about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that any financial support it offers is well focused and targeted towards those most in need. Therefore, in determining the appropriate level of assistance to be offered, in addition to current earnings, the following factors will be considered:

- Family circumstances: Where there are two parents we will normally expect both partners to work, or to demonstrate that efforts have been made to maximise their financial position. Consideration will be given to couples where one partner is unable to work, e.g. through incapacity or the need to care for young children or other family members.
- Equity that could be released to meet the cost of school fees, including any substantial savings, investments, property or land holdings.
- Fees being paid to other schools or institutions e.g. school fees or costs related to caring for a family member.
- Any financial contributions being made by other family members e.g. grandparents, or outside sources. In the case of separated couples, the level of contributions made by an absent partner.

Other considerations are also important in assessing candidates and these include:

- The availability of a place in the school.
- The ability and aptitude of the child. This is important in helping to plan for the child's secondary education. We will not offer a Bursary place if we do not feel the child will be successful in achieving a similar offer from a secondary education partner. However we will work you to help achieve this.
- The level of interest and involvement of parents in the education of their child. Parents will ideally be willing to work with the school in arranging schooling beyond 11+ in a suitable senior school.
- The willingness to contribute to the life of the school through attendance at school events and participation in fundraising activities.

- The likelihood of the child integrating successfully into the school and making the most of the academic and extra-curricular opportunities and experiences on offer within the school's inclusive environment.
- The ability of the school to provide effectively for any special educational needs the child has.

4. The Bursary Process

Enquiry

A prospectus, financial statement form and registration form will be sent to you by email. In order to register for a bursary place parents need to complete and return the registration form and financial statement. The closing date for applications is 31 December of the year preceding entry. All applications are acknowledged in writing.

Parents informed of availability of a place.

The Registrar will advise parents in December of the year preceding entry whether or not any places are available, and therefore whether the assessment process can go ahead.

Meeting the Head

In January parents will be invited to come in for an interview with the Head. If both parents are involved with the child's upbringing then they are both expected to attend this interview. A tour of the school will be offered with the Registrar. At this time financial means test forms should be returned to the Bursar.

Assessment Day

Shortlisted children will be invited to spend a half day at the school, in a class of the appropriate age group, and during the morning will undergo an informal assessment. They will also have an interview with either the Academic Head, Deputy Head, or the Registrar.

Financial Means Test and Home Visit

The Bursar will assess the financial means test forms submitted. A home visit will be arranged and a shortlist of applicants drawn up.

Panel Interview with the Bursary Committee

Parents will be invited to attend a Panel Interview with the Bursary Committee. The decision as to the final recipients of the award rests with the Bursary Committee. The committee reserves the right not to make an award every year if they do not feel the right candidate has come forward.

Decision

Candidates will be informed in writing of the Committee's decision by the end of March in the year of entry.

The school has a responsibility to inform applicants how we will look after the confidential data have provided in the course of your application. This includes, but is not restricted to, financial statements, school reports, bank or mortgage statements and payslips. If applicants are not successful the school will keep information for one year (in case applicants wish to reapply). After this data will be returned to the applicant. If the application is successful and the child joins the school, the school will retain copies of personal data and hold it on file, but only for as long as it is necessary, after which time it will be securely destroyed.

Please note that details of applicants' finances are only known by the Head, the Registrar, the Bursar and the members of the Bursary Committee.