



Danes Hill School Bursary/Financial Assistance Policy

The Governors of Danes Hill School are committed to broadening access to the school by offering to eligible parents/guardians financial assistance with the payment of schools fees.

The school offers three ways in which a pupil can gain access to financial assistance.

- Through a scholarship within one of the agreed areas. This is based on outstanding ability and is not means tested. Further assistance can be awarded through the means tested route.
- Through new pupils who have been offered a place at Danes Hill but are unable to fund the full cost of school fees. This is means tested.
- Through current parents who are unable to fund the school fees. This is means tested.

Means Tested Application Process

Applicants applying through the means tested route will need to complete the application form and supply all required supporting financial documents. These will be reviewed by the Financial Controller and a recommendation for an award will be made to the trustees and Headmaster. Any reference to individuals is not included in the recommendation.

The trustees will make a decision which is communicated back to the parent through the Headmaster.

Any non-financial information will also be considered in making an award. The school also reserves the right to do a home visit should it deem it necessary.

How awards are calculated

In accordance with the I.S.B.A. (Independent Schools' Bursars Association) an award is calculated by taking into account an individual's net income after costs are deducted. Net assets are also considered when making any award. This way alternative funding such as savings accounts and property can be taken into account when calculating any possible award.

In December 2017 the school appointed a 3rd party adviser – *Bursary Administration Limited* – to carry out independent assessments, and financial analysis, and to conduct home visits if required and advise the school accordingly

Once all the relevant information is received by the school the individual should normally have a decision within 10 working days.

The awards will be reviewed annually as a matter of routine, or at the Headmaster's discretion at any time. As a result they may be increased, decreased or withdrawn depending on the circumstances or on the basis of any other information which the Headmaster can deem to be relevant to the award.

Confidentiality

Any application will be treated as private and confidential. This applies to both the school and the applicant. Any breach of this on the applicant's part could result in the forfeit of any financial assistance.

Appeals Process

An applicant is entitled to appeal a decision, in which case the file will be referred to The Chair of Trustees with no names mentioned.

Policy reviewed: February 2018

Reviewed by: RQ The Bursar 9/2/18

Next review date: 12 months time in February 2019