

Member of staff responsible : Bursar/ PB Awards Panel  
Date of policy review : May 2019  
Date of next review : May 2022  
Approved by Governors : May 2019

## **KING'S HOUSE SCHOOL TRUST (RICHMOND) LTD MEANS-TESTED BURSARY POLICY**

### **General**

The Governors of King's House School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a Bursary and Bursaries may be awarded in the form of a discount of up to 100 per cent on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants. The School employs the services of Bursary Administration Limited (BAL) to prepare the information which is used to assist in the decision making process.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Awards are made on the basis of the confidential King's House scale of awards, which sets out award levels in relation to a family's financial circumstances.

Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual parents'/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations.

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parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

### **New Applicants to the School**

Information provided by the school alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of schools fees is included in:

- The school prospectus.
- The school website.
- The local press by means of advertisements.

## The Application Process

Bursaries may be made available to parents/guardians of children entering any year group from Year 3 up to Year 6 of King's House School. Bursary applications are encouraged from pupils who may be seeking continuation of assistance from a Senior School at 11+ or return to the State Sector at that point. In exceptional circumstances, Bursary applications will be considered for Year 7 and 8, if that pupil has already secured assisted entry to an independent Senior School at 13+.

Bursaries are awarded at the discretion of the Governors. The Head and Bursar are responsible for the management and coordination of the following process:

1. Parents/guardians seeking a Bursary are required to complete a BAL 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 Annex A and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted directly to BAL no later than the **31<sup>st</sup> January** in any year, for Bursaries to start the following September.
2. All applications and supporting documents will be submitted to BAL so that they can be prepared in the format required by the School, in order to establish the likely level of support which will be required in order to allow the child to attend the school. A representative from BAL will arrange a visit to the parents'/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
3. The Bursar prepares a recommendation in accordance with the King's House School confidential scale of awards, which is considered with the Head and a joint recommendation is then reached.
4. The joint recommendation is presented to the Awards Panel for consideration.
5. If the child is already in formal education, he may be invited to attend the school for assessment as part of the usual recruitment process and a reference will be sought from the child's current school.
6. At the end of March, the parents/guardians are advised whether their child is to be offered a place at the school and of the Bursary offer. Where a Bursary Award is being offered, this will take the form of a face-to-face meeting with the Head and Bursar, where the terms and conditions of the offer will be explained.
7. 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 Head and Bursar will consider a number of factors when making the judgement as to the justification for support and the extent of such support. 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 assessment result of each applicant (where appropriate), 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 Head, 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 (where relevant) will be consulted for evidence of good behaviour.

## 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 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 Bursary grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant 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 grant 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.
  - A second property / land holdings.

## Other factors

It is recognised that, in addition to 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. 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 May each year, for return by the end of the month. For those previously in receipt of Bursaries, the Head and Bursar, in making their joint recommendation to the Awards Panel, have the discretion to recommend 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.

## **Confidentiality**

Bursary awards made by the school are conditional upon the recipient(s) acknowledging that the award is and will remain confidential as between themselves and the school. The school will require recipients to undertake not to disclose either the fact of the award or any of the terms which have been agreed between themselves and the school, without first obtaining the prior consent in writing of the Bursar.

## **Other Sources of Bursary Assistance**

In addition to the school's Bursary fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. King's House School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from:

The Bursar

King's House School

68 Kings Road

Richmond

Surrey

TW10 6ES

Email: *Bursar@kingshouseschool.org*

The Educational Trusts Forum

Website: [www.educational-grants.org](http://www.educational-grants.org)

Royal National Childrens' Springboard Foundation

Website: [www.royalspringboard.org.uk](http://www.royalspringboard.org.uk)



**BURSARY ADMINISTRATION LIMITED**

on behalf of

**King's House School Trust (Richmond) Ltd**

**BURSARY APPLICATION FORM**

(New applicants)

**Confidential Statement of Financial Circumstances**

Please read the Guidance Notes at the end of this document before  
completing this form

## Assessing your application – Data Protection considerations

The school reserves the right to make all decisions regarding your application for a Bursary, but employs the services of Bursary Administration Limited (BAL) to prepare the information which is used to make the decision.

This means that, for the purposes of your application:

- the school is the Controller of your information
- BAL is the Processor of your information
- BAL is registered with the Information Commissioner's Office and has satisfied the school as to its arrangements regarding the security of any information and documents you may provide as part of your application.

Please note that no application will be considered unless the process as detailed below is followed.

**IN MAKING THIS APPLICATION AND COMPLETING THIS FORM YOU WILL BE TAKEN TO HAVE CONSENTED TO THE PROCESSING OF FINANCIAL AND PERSONAL DATA RELATING TO THE APPLICANTS, PERSONAL DATA RELATING TO THE CHILD, AND SENSITIVE PERSONAL DATA RELATING TO THE APPLICANTS AND THE CHILD. RELEVANT INFORMATION MAY BE OBTAINED FROM THIRD PARTIES. YOU ARE ALSO TAKEN TO HAVE CONSENTED TO THE FOLLOWING PROCEDURE:**

1. An Application Form will be completed and sent either to the school or directly to BAL as detailed at the bottom of the form. Supporting paperwork as required must be included.
2. If the Application Form and the supporting paperwork has been sent to the school this will be scanned and forwarded securely to BAL using Microsoft Sharepoint so that BAL may prepare the information in the format required by the school.
3. If you have sent the form and supporting documents straight to BAL any original documents will be stored securely under lock and key and then returned to you at the time of the home visit, or if this is not possible BAL will return any original supporting paperwork to you by 'Signed-for' post. Please ensure that you arrange to collect the envelope if a card is left in your letter-box. If any envelopes are returned to BAL as 'uncalled-for' these will be held securely until the papers' whereabouts are queried.
4. BAL will contact you to make arrangements for a home visit if this has been required by the school, or to make enquiries which will ensure that any paper financial review is as correct as it can possibly be.
5. BAL will send its report on your application securely to the school through Sharepoint and will then withdraw from the process unless the school has any further enquiries it wishes BAL to make.
6. BAL will return an original application form securely to the school, shred any scanned/photocopied evidence documents securely using an authorised service, and scan and store securely on Sharepoint its notes regarding your application; these notes will then be shredded securely using an authorised service. This process is undertaken once per year, and any papers (not your original supporting documents) will be held securely until then.
7. Your electronic records will be kept securely on Sharepoint, and will be deleted four years after they are no longer required.

Please be assured that this process is undertaken for the purposes of considering your application for a Bursary only, and your information will not be passed to any third party or used in any other way whatsoever.

BAL can arrange to share reports between schools if you are applying to more than one school for a Bursary, but this will not be done without your written permission (email will suffice), and the permission of the school on whose behalf BAL first visited.

You are entitled to request that your information be deleted permanently at any time.

It should be noted that the report produced by Bursary Administration is the property of the school and the Information Commissioner's Office regards your report as confidential and exempt from the provision of Subject Access Requests.

**I/we have read the above and consent to my/ours and the child's/children's information being processed in the manner described above:**

FATHER/STEPFATHER

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MOTHER/STEPMOTHER

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Date: \_\_\_\_\_



**1. CHILD**

a) Full Names

b) Date of birth

c) Term / year for entry  
or date of joining

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**2. PARENTS**

(see note 2)

**Father/ Stepfather**

**Mother/ Stepmother**

a) Names and title

b) Address

c) Occupation

d) Employment Status

e) Employer name

f) Shareholding of  
business

g) Are you a Co.  
Director?

h) Daytime Tel

i) Evening Tel

j) Mobile

k) E-mail

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Retired – Self-employed – Employed – Unemployed (please circle)	Retired – Self-employed – Employed – Unemployed (please circle)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### 3. INCOME

(see note 3)

Please use annual amounts

	Father £	Mother £	Combined £
a) Gross salary			
b) Business profits or self-employed earnings			
c) Gross pensions			
d) Gross investment income			
e) Gross rents received			
f) Benefits received			
g) Maintenance received			
h) Court order / separation agreement - school fees receivable			
i) Benefits in kind received free			
j) Family support			
k) Any other income			
<b>TOTAL</b>			

### 4. OUTGOINGS

(see note 4)

Please use annual amounts

	Father £	Mother £	Combined £
a) Tax on incomes above			
b) NI contributions			
c) Pension contributions			
d) Mortgage payments on main residence			
e) Rental property expenses			
f) Household insurances			
g) Rent - main residence			
h) Council Tax and utilities			
i) Loan repayments			
j) Credit card repayments			
k) Food and subsistence			
l) Clothing			
m) Vehicle costs			
n) Leisure			
o) Holidays			
<b>TOTAL</b>			

**5. CAPITAL ASSETS** (see note 5)

<b>Approximate market value</b>	<b>Father £</b>	<b>Mother £</b>	<b>Combined £</b>
a) i) Bank / building society balances			
ii) Equity / bond values			
iii) PEPs/ISAs/TESSAs			
b) Pension schemes			
c) Value of main residence			
d) Value of other properties			
e) Value of vehicles			
f) Net worth of business			
g) Redundancy settlements due			
h) Insurance settlements due			
<b>TOTAL</b>			

**6. CAPITAL LIABILITIES** (see note 6)

	<b>Father £</b>	<b>Mother £</b>	<b>Combined £</b>
a) Mortgage amount outstanding			
b) Mortgage outstanding on other properties			
c) i) loans			
ii) credit cards			
iii) finance leases			
<b>TOTAL</b>			

<b>SUMMARY</b>	<b>Father £</b>	<b>Mother £</b>	<b>Combined £</b>
Income			
Deduct Outgoings			
<b>TOTAL</b>			
Capital Assets			
Deduct Capital Liabilities			
<b>TOTAL</b>			

Please indicate on a separate page if necessary why net assets cannot be converted or used to pay school fees

**7. DEPENDENT CHILDREN**

(see note 7)

	<b>Applicant</b>	<b>Child 2</b>	<b>Child 3</b>	<b>Child 4</b>	<b>NOTES</b>
a) Forename					
b) DOB					
c) Current school					
d) Boarding or day					
e) Annual fees					
f) Compulsory extras					
g) Uniforms					
<b>SUB TOTAL (a-g)</b>					
h) Fees covered by:					
i) School scholarships/ bursaries/allowances					
ii) Family assistance					
iii) Other assistance					
iv) Child's income					
<b>SUB TOTAL (hi-iv)</b>					

**8. OTHER DEPENDENTS** (see note 8)

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**STATEMENT OF AIM**

Please indicate how much you feel you can contribute towards school fees each term:

## **DOCUMENTS TO BE SUPPLIED**

Please supply originals of the following documents:

Last 3 payslips

Last P60

Latest audited accounts (if appropriate)

Latest management accounts (if audited accounts are more than 9 months old)

Latest self-assessment tax calculation (if appropriate)

Schedule D self-employment income declaration (if appropriate)

3 months' bank statements

Proof of value of investments (may include internet valuation)

Latest pension and endowment valuation

Benefit letters (if appropriate)

Latest mortgage statement (on all properties if appropriate) / rent agreement

Latest loan statements

Contents insurance schedule

Legal financial agreements

Any other appropriate documents to support your application

**ALL DOCUMENTS WILL BE RETURNED SECURELY ONCE THE APPLICATION HAS BEEN PROCESSED**

**YOU WILL BE NOTIFIED OF THE FINAL RESULT BY THE SCHOOL DIRECTLY**

## 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 declaration of our/my income and assets. We/I understand that we/I are/am applying for our/my child and accept a place for him/her at the school:

- a) Our/my child's fees account with the school will be credited termly with the amount of the grant
- b) We/I understand that any award or grant is subject to annual review and that we/I must complete an annual declaration of our/my financial circumstances on the forms on the forms sent to us/me by the school or its agent and supply all relevant supporting evidence by the return date indicated
- c) We/I undertake to report immediately any material change in the financial position declared
- d) The grant may be withdrawn or reduced, and in certain circumstances, past payment reclaimed if:
  - i) there is a breach of the school's Terms and Conditions to the acceptance of a place for our/my child at the school
  - ii) we/I have knowingly and/or recklessly provided false information iii) we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated
  - iv) we/I have failed to produce any additional information required by the school or its agent to evidence our/my financial circumstances
  - v) there is in the view of the Head either unsatisfactory work or conduct vi) the school's resources are insufficient to maintain the level of the award

### Signatures:

Father / Stepfather \_\_\_\_\_ Date \_\_\_\_\_

Mother / Stepmother \_\_\_\_\_ Date \_\_\_\_\_

If the above declaration is signed by only one parent, please give reason by deleting as necessary below:

Divorced / separated / widowed

Other (state reason)

Please return this form and all documents to:

BURSARY ADMINISTRATION LIMITED, Warwick House, The Priory, East Farleigh, Kent, ME15 0EX  
Telephone 01622 725712 or email [admin@schoolbursaryguide.com](mailto:admin@schoolbursaryguide.com) for all queries

## GUIDANCE NOTES

Please read these carefully before completing the Application Form. If you need further help, please contact Bursary Administration.

**The numbers below refer to the same numbers on the application form.** If you pay tax in any way, please include the appropriate reference number. If any of your assets are held abroad please convert the value to pounds sterling.

### 2. PARENTS / APPLICANTS

Anyone with care and control of a child can apply for assistance. This person could be:

- the natural father and mother of a child where they live together
- the natural father or mother of a child and their new partner
- the child's appointed Guardian (appointed by a Court)
- the person with whom a child resides and has care and control of the child as a result of a court order or other legal agreement
- the person with whom a child resides and has care and control of the child as a result of an informal agreement

Please note Foster Parents acting under a Full Care Order will be regarded as having no income

Please note if the natural parents are separated and/or divorced both will be required to provide financial information and sign an Application Form

### 3. INCOME

- a) The gross annual amount of income **FROM ANY SOURCE** for the current or latest financial year
- b) Profits from a business or profession – the gross amount agreed for taxation purposes. Deductions should only be made in respect of capital allowances, losses and stock relief. Please include the latest set of accounts.
- d) All investment income, including building society interest, should be shown gross
- e) Gross income from letting or sub-letting of property
- f) Please list on a separate sheet if necessary all social security benefits, naming their type and how long each have been received for
- g) All income from maintenance payments, separation allowances and Child Support maintenance must be declared. Arrears in any payments will not be taken in to account.
- h) Where a parent is required by any Court or legal order to pay part of the school fees then only the part of the fee which is not covered by the order will be used to calculate any grant awarded. Arrears in any payments of part school fees will not be taken in to account.
- i) Include free benefits in kind that are agreed by the Inland Revenue as not being subject to tax
- j) Royalties and all other sources including entertainment and travel allowances

### 4. OUTGOINGS

- a) Enter income tax and tax on unearned income **TOGETHER**
- c) Enter payments to pension schemes
- d) Enter capital as well as interest payment on a mortgage for the main residence
- i) Bank overdraft and other loan charges (please state the purpose of the loan)

## **5. PARENTS' / APPLICANTS' CAPITAL ASSETS**

The following will be taken in to account:

- a) Monies held on deposit at any bank or building society. The value of investments in stocks and shares at the time of application.
- c) The current market value of the main residence (please estimate)
- d) The current market value of any other properties (please estimate)
- f) If you run your own business or are partners in a business, then you should show the total net worth of the business. Shares in a company not listed on the Stock Exchange should be valued at your share of the net value of the company.

## **6. PARENTS' / APPLICANTS CAPITAL LIABILITIES**

Please detail all other monies owed, together with the lender's name on a separate sheet if necessary

## **7. DEPENDENT CHILDREN**

Use column 1 for the child for whom you are applying and columns 2 – 4 for any other dependents.

- e) Please refer to the current academic year
- h) (iii) Please state any other educational allowances received. If you have been able to claim under any policy, please declare the amount received under the policy for the current academic year.
  - (iv) If the child is in receipt of financial assistance from a Trust Deed or other external source please declare the annual amount available, and please enter the gross amount of any interest / share dividends received by the child

## **8. OTHER DEPENDENTS**

Please provide details of any other family members who are financially dependent upon you.

## **9. ANY OTHER RELEVANT INFORMATION**

Please enter, on the sheet provided if necessary, any details which may affect the assessment of the grant, for example a significant change in income or outgoings for the coming year.

***YOU MAY WISH TO KEEP A COPY OF YOUR COMPLETED APPLICATION FORM FOR YOUR OWN RECORDS***