



Chigwell School

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Staff champion	DAPK
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Committee	Finance and Property

Bursaries Policy

1. Introduction

Chigwell School has always done its best to ensure that children who would benefit from an education at the School are not excluded for financial reasons. We offer means-tested financial support with the payment of school fees to parents/guardians who would otherwise be unable to afford them. This support is known as a Bursary and these may be awarded in the form of a discount of up to 100% on tuition fees, depending on the financial circumstances of applicants. In addition, at its discretion, the School may provide support for other education related needs.

In order to make prospective families aware of the availability of this means-tested financial support, information is included with the School prospectus, on the School website and in advertisements in the local press and on public transport.

2. Eligibility

Financial – As a very general rule, it is unlikely that a bursary will be awarded when the family income is significantly greater than four times the annual school fees. It is possible, and indeed not unusual, for a bursary holder to also have a scholarship. Bursaries are renewed annually and may be increased or decreased if the financial circumstances of the applicants change significantly.

The size of bursary awards varies, and all awards are made at the absolute discretion of the School and the number which can be made each year is limited. At the School's discretion, it may contribute towards some education-related needs of pupils who are in receipt of bursaries. The Admissions Registrar can provide guidance in individual cases.

Each Bursary application is considered on its own merits, and it is recognised that the sacrifices that a family can or will make in order to pay school fees comes down to personal choice. The School engages a company called [Bursary Assessments Associates](#) (BAA) to help determine the size of the award. Many factors are considered by BAA, but the school makes the final decision of the award.

Factors which will be considered as well as current earning will include:

- Family circumstances. The School will take family circumstances into account; the need to care for children under school age or to look after other dependants, or perhaps the particular requirements which one or other partner's work might impose on the other. In some cases, one or both parents are prevented from working through incapacity. However, where there are two partners we normally expect them to be employed and a family's ability to improve its financial position or earning power will be considered.
- Costs associated with other dependants, e.g. sick or disabled parents or children.
- Substantial realisable equity in the applicant's home and ownership of or interest in other properties.
- In cases of separation, the contribution made by the non-resident parent.
- The income of step-parents on both sides
- Contributions to school fees or household costs by other family members, adults unrelated to the child such as step-parents or by other sources.
- The level of fees for the child paid previously to other independent schools.
- Expenditure on expensive holidays, luxury cars and home improvements.
- Significant savings and investments that could be used for the payment of school fees.

The Candidate – In assessing a child's suitability, attention will be given to the academic performance of the applicant. Bursary funds are limited and those judged most suitable, i.e. those likely to gain most from the education on offer at Chigwell, will be given priority. 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/her work and benefit from participation in the wider extra-curricular activities on offer at Chigwell. Each applicant should meet the School's normal academic requirements.

Bursaries may be awarded to children joining Chigwell in Year 7 (Third Form) or above.

3. The Process

Bursaries are awarded at the discretion of the Governors, and the Head and The Registrar are responsible for the management and coordination of the process. All Chigwell School bursary applications are processed by BAA – Bursary Assessment Associates.

If you are applying to Chigwell School for 11+, 13+ or 16+, please indicate your bursary application on the registration form.

Step One - Parents/guardians seeking a bursary are required to complete an initial income assessment form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, is available from the Admissions Registrar and is sent out when indicated on the registration form.

Step Two - The Admissions Registrar and Head assess all applications in order to establish if families meet the bursary eligibility criteria. Those families who meet the requirements, will be provided with a link to our external partner, BAA, who will complete the final assessment and offer their recommendations.

Step Three - When results are declared, parents/guardians are advised whether their child is to be offered a place at the School and of the Bursary offer.

Step Four - Parents/guardians are then required to sign the Acceptance Form accepting the place at the School and an acknowledgement agreeing to any conditions relating to the bursary.

An overview of bursaries is reviewed with the Chair of Governors annually.

4. Existing Pupils – Change in Family Circumstances

Finances permitting, the School will aim to help in cases of sudden unforeseen need. Parents/guardians with a child at the School (Third Form and above) whose financial circumstances suddenly change, may apply for a bursary to the Head/Bursar, explaining their situation and by completing a Bursary Application Form. Such awards are subject to the availability of funding and cannot be guaranteed.

Parents wishing to make a Bursary application should ensure that all fees are paid up to date as the School will not consider any application where the current fees are outstanding. Fees should continue to be paid whilst the application is being processed.

Each year, families holding bursaries are asked to complete a new bursary application form. In the majority of cases because income, assets etc. have not materially changed, the size of the award remains the same. However, the award of a bursary is conditional on annual assessment.

5. Confidentiality

The School respects the confidentiality of bursary awards made to families, and recipients are required to do likewise.

6. Other Sources of Bursary Assistance

In addition to the School's bursary fund, there are several educational and charitable trusts which provide assistance with tuition fees. In most 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. Chigwell 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
Chigwell School
High Road
Chigwell
Essex
IG7 6QF
E-mail: bursar@chigwell-school.org

The Educational Trusts Forum and also The Joint Educational Trust
6 Lovat Lane
London
EC3R 8DT
E-mail: admin@jetcharity.org
Website: www.jetcharity.org

7. Publishing the Availability of Bursaries

The School advertises the availability of bursaries through social media on the website and on other publicity material advertising open days. Chigwell works with other school to promote the availability of bursaries at London Independent Schools. This group advertises on the Underground, The Metro and Evening Standard and this is their website: www.feeassistancelondonschools.org.uk.

**For and on behalf of the Governors
D.A.P. King**