



From the Headmaster
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Staff champion	MEP
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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. We appreciate that education is a long term investment and that families want to have a sense of continuity from one year to the next and if financial circumstances remain essentially unchanged, families can assume that their proportional contribution to school fees will change very little, if at all.

The size of bursary awards vary 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. However, Chigwell School is duty bound to ensure that any financial support offered is directed towards those who need it most. Therefore, in determining the level of bursary support, the 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 Headmaster, 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 Headmaster and Bursar are 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, is available from the Admissions Registrar and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence are to be submitted to the Bursar no later than two weeks before the date of the Entrance Examination any year for bursaries to start the following September.
- Step Two. The Admissions Registrar, Headmaster and Bursar assess 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 is likely to involve the Headmaster, or his 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 Admissions Registrar and Head prepare a recommendation which is presented to the Chigwell School Governors’ Bursary Committee (consisting of the Chair and Vice Chair of Governors) for approval.
- Step Four. 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 Five. 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.

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.

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 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. 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
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 on the website and on 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. It has a website: www.feeassistancelondonschools.org.uk.

For and on behalf of the Governors
M.E. Punt