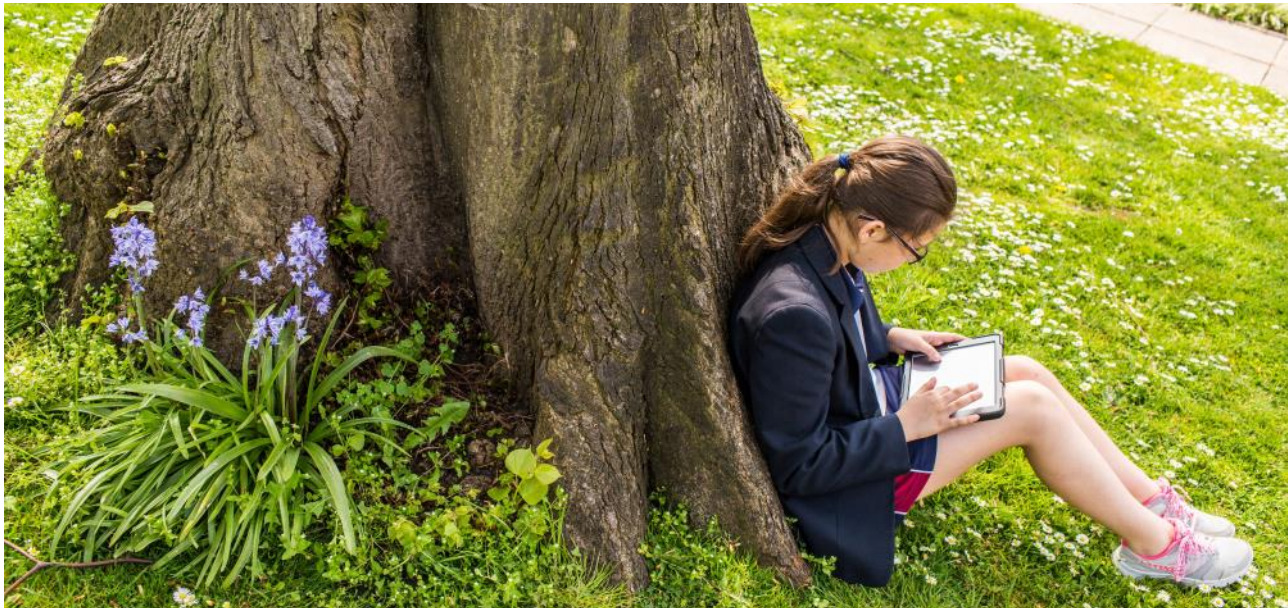


Financial Assistance 2023 - 2024



THE
QUEEN'S SCHOOL

Help with Fees



What the Queen's School offers is quite simple; the best academic education delivered in a nurturing and inspirational environment with a strong focus on personal development and pastoral care. We believe – because countless parents and visitors tell us - that this unique mix is what makes Queen's girls stand out from the crowd.

Although this is a fee-paying school there are opportunities for parents to obtain financial assistance for their daughters.

The Governors of The Queen's School are committed to broadening access to the school by offering eligible parents financial support for girls attending our Senior School. Such support is known as a bursary, and is awarded by way of a discount on tuition fees, depending on the financial, compassionate or other relevant circumstances of applicants.

We believe that the tuition fees at Queen's offer excellent value for money but we do also recognise that for most families school fees are a major financial commitment, and that some families simply cannot afford to pay full fees for their daughter to enjoy a Queen's education. For this reason, the School offers a number of bursaries each year to assist those families who would not otherwise be able to afford to send their daughters to Queen's.

Bursaries are means-tested and awards are made on a combination of academic merit and financial need at the absolute discretion of the Governors. The level of bursary support offered varies depending upon parental need and bursary funds available, but can extend to full fee remission. Once awarded, the amount of the bursary will be reviewed annually and its value each year will depend upon parental income, family circumstances and funding available. The value of a bursary award is therefore guaranteed only for the academic year in which it is granted.

In the event of a pupil leaving The Queen's School before entering the Sixth Form the Governors, at their discretion, reserve the right to make a retrospective decision to remove the award for the pupil's last year at the school.

There are two categories of bursaries:

Entry Bursaries:

Bursaries will normally be provided when girls enter the School at Year 7 or Year 12. These are known as entry bursaries and will be offered to parents who are unable to provide the tuition fees. These can be renewed each academic year, subject to need.

Hardship Bursaries:

Subject to the budgetary constraints for the bursary scheme, the School will also provide means-tested assistance with fees for cases of sudden, unforeseen need experienced by families of existing pupils in the Senior School. These are known as hardship bursaries, and generally apply for a short time period only.

The application process for both types of bursary is the same, although the application and submission deadlines for entry bursaries will not apply to hardship bursary applications, which will be dealt with on a case by case basis.



How to Apply for a Bursary

All Applicants:

To be considered for a new bursary award, parents need to request a Bursary Application Form from the Admissions Manager. These will be sent out automatically each year to existing bursary recipients.

The Bursary Application Form needs to be completed in full and returned to The Queen's Senior School, together with all documentation necessary to support the application, within the appropriate timescale detailed below.

For entry in 2023-2024 households with a total gross income exceeding £55,000 are unlikely to qualify for financial assistance, and there is a sliding scale below this upper limit, to ensure those most in need obtain the most assistance. Due to the limited resources of the School's bursary fund not every eligible application for a bursary will be successful. Income includes salaries, profits of business, pensions, investment income, property income, redundancy payments, social security benefits (including Working Family Tax Credits and Child Tax Credits), maintenance and any other income. In addition, the value of assets, including property, is taken into account.

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 its limited bursary funds are allocated in the most appropriate manner. For this reason various factors in addition to earned income will be considered in determining the appropriate level of award.

These 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 dependants, or the requirements of their partner's work.
- Opportunities to release capital will be considered. Significant capital, savings and investments would be expected to be used for the payment of school fees as would any equity value in the family home.
- In cases of separation, the contribution which should be made by the absent parent will be considered.
- Any contribution to household costs by other members of the wider family would be considered, including any made by adults unrelated to the child or by sources external to the family.
- The School considers that, in principle, a family that enjoys frequent or expensive holidays or new or luxury cars or who invest in significant home improvements or the purchase of a second property would not be eligible for a bursary.

Once an application has been received, you will receive an acknowledgement of receipt. The School will review the information provided in conjunction with other relevant information. For all applications accompanied by the necessary supporting documentation and which appear to satisfy the eligibility criteria and are considered likely to merit financial assistance, the application will be forwarded to our external partner, Bursary Administration Limited, who will undertake a further review on behalf of the School. This will involve a home visit in the first year and at suitable intervals thereafter, and will involve a full financial review each year, and is designed to ensure that any information submitted has been correctly interpreted and that the basis of the assessment is fair.

The Governors have the responsibility of setting the final bursary awards, and these will be decided in conjunction with advice from the Headmistress, and with reference to the recommendations of Bursary Administration Limited. Awards are made at the absolute discretion of the Governors.

Please do not hesitate to contact Bursary Administration Limited if you require help in completing any of the details required on the Application Form or the Director of External Relations at Queen's Senior School if you have not received an acknowledgement before the closing date.

This process is confidential and details of any bursary awards and their recipients are not to be made public.

Completed application forms should be returned, together with all supporting documentation, to:

Jane Archibald, The Queen's School, City Walls Road, Chester, CH1 2NN
Tel: (01244) 356004; Email: jarchibald@thequeensschool.co.uk



Important Dates to Remember

Year 7 and 12 Entry:

The deadline for submission of completed applications for 2023-2024 is Monday 19 December 2022.

Applications received after this date will not be considered for an entry bursary. It is highly recommended you get your application in as soon as possible.

Home visits and verification of financial need will then be completed by Bursary Administration Limited. You will be contacted directly by the company to arrange a home appointment, and it is important that this home visit takes place, as scheduled.

The School will write to the parents of all Year 7 and 12 applicants in February 2023.

For Year 7 applicants, if your child is successful in the Entrance Examination you will receive a formal offer of a place together with details of any bursary to be awarded.

Year 12 applicants will receive a **formal offer of a place conditional on your daughter's GCSE/iGCSE results, together with an indication of any bursary to be awarded.** Once your daughter has received her GCSE/iGCSE results, you will be sent a formal offer and advised of the final bursary award offer and you will be required to formally accept the place offered.

Late applications for Year 12 entry will be accepted at any time up until the end of August 2023, but any bursary funding available is likely to be very restricted at that point, following the award of entry bursaries to Years 7 and 12, and any awards made will be limited to the level, if any, of funds available. Late applications will still require the completed application form and supporting documents, and will involve a home visit.



Hardship Bursaries

We are aware that personal circumstances can change very quickly and, wherever possible, we aim to support any girl whose family suffers an unforeseen financial crisis while she is a pupil at the Senior School. All enquiries in this regard should be directed to the Director of Finance.

Once admitted to the Senior School, we try our best to ensure that no girl has to leave for financial reasons, within the constraints of the bursary funds available.

A bursary application form will need to be completed and submitted with relevant supporting documentation, but due to the often unforeseen nature of such applications, a home visit may not be required unless the bursary application is renewed in the following academic year.

There are no specific dates for dealing with hardship bursaries, as these will be dealt with on a case by case basis, but if financial assistance is requested beyond the end of the current academic year, then future years will fall within the normal renewal process.

Renewals of Existing Bursaries

Families already in receipt of a bursary for the current academic year will follow the above procedure for renewals for the academic year 2023-2024. Existing recipients will not receive a home visit every year. Parents will need to ensure that all supporting information is enclosed with their application.

Renewal forms will be sent out automatically in November each year to those families currently in receipt of a bursary award for completion and return in January of the following year.

The deadline for submission of completed applications for 2023-2024 is Monday 19 December 2022. Applications received after this date will not be considered for an entry bursary, but may be considered out of any bursary funding still available after completion of the entry bursaries.

Home visits and verification of financial will then be completed by Bursary Administration Limited. You will be contacted directly by the company to arrange an appointment if one is required, and it is important that this home visit takes place, as scheduled.

The School will write to all bursary renewal applicants in January 2023 detailing any bursary to be awarded.



The Queen's School

City Walls Road

Chester

CHI 2NN

Telephone: 01244 312078

Email: secretary@thequeensschool.co.uk

Twitter: [@TheQueensSchool](https://twitter.com/TheQueensSchool)

www.thequeensschool.co.uk

