**School Name: Westfield School**

**Bursary Support with School Fees**

The Governors of Westfield School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 50% on tuition fees payable.

Awards are made on the basis of a family’s financial circumstances, taking into account the total amount of the bursary fund and the number of applications. Bursary awards are subject to testing of parental means each year and may be varied upwards or downwards, depending on any changes in parental circumstances. The amount of the bursary fund is reviewed and revised annually by the Bursar to reflect any changes in fees, and approved by the Governors. Though awards are generally based on gross income levels, they may be varied upwards or downwards depending on individual parent’s 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 similar factors), compassionate or other pertinent considerations. NB: a voluntary reduction in family income will not be maintained by an increase in the level of help if, for example, parents give up employment by choice.

Requests for financial support usually fall into two categories:

* New applicants to the school, where a place has been offered but parents are unable to fund the tuition fees.
* Existing pupils where a change in parents’ circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

Step One. Parents 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 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 the **28 February** in any year for bursaries to start the following September. Evidence of applications to other organisations for fee support will be taken into consideration as a positive indicator.

Step Two. The Bursar assesses 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 may involve the Bursar contacting the applicant to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. We reserve the right to organise a visit to the applicant’s home in order to confirm these details.

Step Three. The Bursar prepares a recommendation in accordance with the school’s current criteria which is considered with the Head and a joint decision is then reached which is then reviewed and ratified by members of the Finance and General Purposes Committee.

Step Four. The parents are advised whether their child is to be offered a place at the School and of any Bursary offer. Awards are identified by 1 April, in good time for parents to consider the level of financial assistance offered when deciding whether or not to accept a place at Westfield in the new academic year commencing in September.

Step Five. Parents are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary. Families can be assured that, at all stages, the information they supply remains confidential to a very small number of staff in the finance office.

**Please note that a maximum of 50% total assistance usually applies.**