



## Downe House

### GUIDANCE ON BURSARIES (PROCEDURES)

#### INTRODUCTION

The Governors of Downe House are committed to broadening access to the School by allocating funds to be able to offer to eligible parents/guardians means-tested financial support for the payment of the School's fees. Such support is known as a Bursary and these are awarded in the form of a sliding scale discount on the fees that depends on the financial, compassionate or other relevant circumstances of applicants. A limited number of Full Bursaries are available that are designed to allow suitable applicants to benefit from attendance at the School, irrespective of their circumstances, by allowing for essential extras as well as basic school fees. The Headmistress and the Finance Bursar are responsible for managing the process for awarding Bursaries, but final decisions are at the discretion of the Governors. Once awarded, Bursaries are reviewed annually in order to take account of any changes in circumstances and to ensure that Bursary support is being used to best effect.

#### APPLICATION PROCESS 11+ and 12+

**Step One.** Parents /Guardians who wish to apply for a Bursary are asked to complete an initial form, details of which are included in the invitation to an assessment in September/October of the year prior to entry, and return to the Registrar by **1 September** at the latest. A further, more detailed form, which requests details of a household's total income and assets, will then be issued on successful results following the Assessment day. The deadline for the submission of detailed bursary applications is the **1 November** and must be returned to the Finance Bursar with supporting documentation.

**Step Two.** Following receipt, applications will be assessed in accordance with the Scale of Awards and other criteria. Following review by the Headmistress and Finance Bursar a recommendation will be made to Governors.

**Step Three.** The Governors will consider the recommendations, seeking further clarification as necessary, and approve, decline or amend Bursary awards. The Finance Bursar will inform all applicants of the outcome by the **end of January**.

#### APPLICATION PROCESS 13+

**Step One.** Parents /Guardians who wish to apply for a Bursary are asked to complete an initial form, details of which are included in the invitation to the ISEB Common Pre-Test in October of Year 6 (three years before entry), and return to the Registrar by **1 September** at the latest. A further, more detailed form, which requests details of a household's total income and assets will then be issued on successful results following the Assessment day. The deadline for the submission of detailed bursary applications is the **1 November** and must be returned to the Finance Bursar with supporting documentation.

**Step Two.** Following receipt, applications will be assessed in accordance with the Scale of Awards and other criteria. Following review by the Headmistress and Finance Bursar a recommendation will be made to Governors.

**Step Three.** The Governors will consider the recommendations, seeking further clarification as necessary, and approve, decline or amend Bursary awards. The Finance Bursar will inform all applicants of the outcome by the **end of January**. Awards will be subject to reassessment in Year 8 to confirm no change in financial circumstances.