



BANCROFT'S SCHOOL

MEANS TESTED AWARDS POLICY

(Including Francis Bancroft & Foundation Scholarships also known as Bursaries)

General Information

Bancroft's has a long tradition of taking pupils from a variety of backgrounds, and participated in the Direct Grant and the Assisted Places Schemes. The School now continues that tradition each year, by offering up to two Means Tested Awards (including Francis Bancroft & Foundation Scholarships also known as Bursaries) to applicants for entry into the Prep School (at age 7+) and up to a maximum of ten Means Tested Awards for entry into the Senior School (at ages 11+ or 16+).

Means Tested Awards (including Francis Bancroft & Foundation Scholarships also known as Bursaries) are offered at:

- Age 7+ into Year 3;
- Age 11+ into Year 7;
- Age 16+ into the Sixth Form.

Means Tested Awards (including Francis Bancroft and Foundation Scholarships also known as Bursaries) will be awarded to candidates who perform well in the entrance examination, and where parents show financial need. Means Tested Awards are subject to an annual financial review and continue whilst the child maintains their educational potential and abides by the School Rules and Policies. Each year, parents/guardians will be asked to complete a confidential statement of income form from which the value of the Award will be assessed. The value of a Means Tested Award may be up to the full School fee.

Awareness

The School is committed to publicising the existence of Means Tested Awards (including Francis Bancroft & Foundation Scholarships also known as Bursaries). Information alerting parents/guardians of potential pupils to the possibility of means-tested support for fees is therefore given through the following areas:

- The School prospectus;
- The School website;
- The School's Admissions Registrar.

The School appreciates that this policy and process may be unfamiliar to applicants, therefore, it is committed to helping applicants understand and follow the process.

Parents/guardians who wish to apply for financial support are advised to contact the Bursar's Office for help and guidance.

Open Access

Bancroft's School is committed to broadening access to the School by offering to eligible parents/guardians financial support with the payment of school fees through the provision of Means Tested Awards. These Means Tested Awards are designed to enable boys and girls of high ability from all backgrounds to enjoy a Bancroft's education, where their parents might not otherwise be able to afford the full school fee.

Eligibility

1. Means Tested Awards (including Francis Bancroft & Foundation Scholarships also known as Bursaries) are awarded following a *means-tested assessment of the applicants circumstances. (*An examination of the applicant's income, savings and other investments, carried out in order to determine whether the criteria for a benefit or financial aid has been met).
2. The assessment of the level of Financial Assistance is calculated on a graduated scale after parents/guardians have submitted a comprehensive confidential statement of their income and assets, on a duly completed **Financial Disclosure Form (FDF)**, together with **copies** of any additional information, confirmations, and supporting documentation, which may be required. The School will also take into account compassionate and other relevant circumstances in deciding on the level of support.
3. The value of an award depends on a number of factors, including total income, capital assets and the number of dependent children. For parents on low incomes, this may be a discount of up to 100% of tuition fees. The Bursar will be happy to discuss potential eligibility and may be contacted on 020 8505 4826.
4. Awards are subject to annual review and parents will be asked to provide an updated Financial Disclosure Form. The annual review may result in the amount of an award being reduced or increased.

Decision Making

All Means Tested Awards (including Francis Bancroft & Foundation Scholarships also known as Bursaries) are awarded at the discretion of the Governors. The Head and Bursar are responsible for the management of the process, which is reviewed by the Governors. The decision of the Governors is final and not subject to appeal.

The Admissions Process

Applications for Means Tested Awards (including Francis Bancroft & Foundation Scholarships also known as Bursaries) are made in the same way as all other applications for admission to the School, simply tick the relevant box on the application form.

Entry Requirements

Entry into Bancroft's School is on the basis of performance in an entrance exam relevant to the year of entry.

Candidates who do well in the written examination will be invited for interview.

Interviews

Interviews are held after the examination for those candidates successful in the written papers. A report from the candidate's current school will be taken into account.

Interviews will be conducted by a team of Senior School Staff and will be primarily academic, no special preparation is required, but it is useful if candidates can explain how they enjoy spending their time, and they can describe any particular achievements or interests.

The Application Process

- Step 1:** Before the closing date for registration, parents/guardians will need to complete and return a registration form, together with the registration fee and a copy of the candidate's birth certificate.
- Step 2:** On receipt of the above, we will send the applicant a letter of acknowledgement and a Financial Disclosure Form (FDF). The FDF requests details of income and capital and must be accompanied by copies of full documentary evidence.
Do not send original documents, the Bursar will request original documents should your application be successful. Copy documents will not be returned but will be destroyed if the application is unsuccessful.
- Step 3:** Before the entrance exam, parents/guardians seeking financial assistance are advised to complete the Financial Disclosure Form (FDF), and have ready copies of any additional information, confirmations, and supporting documentation, which may be required.
Do not send the Financial Disclosure Form (FDF), or copies of additional information, confirmations, and supporting documentation unless requested to do so.
- Step 4:** Following the examination process, the Bursar will request the confidential statements of financial circumstances from the parents/guardians of candidates selected for interview, in order to establish the likely level of support, which will be required in order to allow the prospective pupil to attend the School.
This may also involve the Bursar visiting the candidate's home, meeting with, or talking to the parents/guardians to ensure that the information has been correctly interpreted and the basis of the financial assessment has been fair.
- Step 5:** Following the examination and interview process, the School makes a decision on the level of financial support to be offered, based on the Bursar's assessment and after discussion with the Head having taken into account all other relevant factors.
- Step 6:** Offer letters will be posted on the date advised, to parents/guardians of successful candidates. This will show the provisional initial assessment of any parental contribution towards the fees and will be based on the information received, thus far.
- Step 7:** Parents/guardians will be asked to reply indicating acceptance of the offer, by the date advised, including acceptance of any terms and conditions relating to the Award, and confirming their acceptance of the place at Bancroft's. A deposit will be payable.
The Bursar will request any additional information, which may be required in support of the application and sight of original documents.

A Confirmed Assessment will only be given following completion of Steps 1 through 7 of the application process, i.e:

- After successful completion of the entrance exam relevant to the year of entry;
- On receipt of a report from the candidate's current Head Teacher;
- An interview with the Head;
- On receipt by Bancroft's School, of the duly completed Financial Disclosure Form together with all required financial information and supporting documentation.

If considered appropriate, the assessment process will include a home visit.

Yearly Re-assessments commence in May each year and should be completed by the end of June or when all information required has been received.

MEANS TESTED AWARDS
(Including Francis Bancroft & Foundation Scholarships also known as Bursaries)
2018/19 Academic Year

The assessment of the level of Financial Assistance is calculated on a graduated scale after parents/guardians have submitted a comprehensive confidential statement of their relevant income and assets, on a duly completed **Financial Disclosure Form (FDF)**, together with **copies** of any additional information, confirmations, and supporting documentation, which may be required. The School will also take into account compassionate and other relevant circumstances in deciding on the level of support.

The Award is subject to the following criteria being met: -

- 1. A full financial disclosure on the FDF must be completed and all relevant information required by the School, received.**
- 2. Only when the School has received all information required, will the Governors confirm an Award.**
- 3. Until an Award is made, the full term's fee is due and payable.**
- 4. Awards are not backdated.**
- 5. Awards are subject to the child maintaining their academic potential. This assessment is at the absolute discretion of the Head.**
- 6. Any false information will invalidate an Award, and any such Award granted will have to be re-paid.**
- 7. The relevant income is reduced by £2,000 for each additional dependent sibling under 16 living at the child's registered address.**
- 8. Awards based on relevant income may be adjusted to take into account your capital assets.**
- 9. Each Year, up to 2 Awards only, are made for entry into the Prep School (at age 7+) with up to a maximum of 10 Awards available for entry into the Senior School (at ages 11+ or 16+).**