

TORMEAD

Entrance Bursaries

The Governors of Tormead are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees.

Entrance Bursaries may be awarded in the form of a discount of up to 100% on tuition fees payable and assistance with extras and will include school uniform, and residential trips, depending on the financial, compassionate or other pertinent circumstances of applicants. In some cases assistance with lunches and transport to/from school will also be available.

The Governors' objective in offering 11+ and 16+ Entrance Bursaries is to widen access to Tormead to girls whose families would not otherwise be able to contemplate a fee-paying senior school.

Tormead is developing links with maintained sector schools to help us to provide a life changing opportunity for children from low income families.

Entrance Bursaries are awarded strictly in case of financial need and a full appraisal of financial and family circumstances will be undertaken to ensure that the scheme is reaching those who truly need support.

There are a limited number of entrance bursaries available each year and, unfortunately, we are unable to consider applications made after the published deadline.

Awareness

Information provided by the School alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of school's fees is included in:

- The School prospectus.
- The School website.
- The local press by means of advertisements.

The Headmistress will consider a number of factors when making the judgement as to the justification for support.

Suitability

In assessing a child's suitability, attention will be given to an academic assessment of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision.

TORMEAD

Each pupil to whom support is offered must, in the opinion of the Headmistress, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the School. Previous school reports will be consulted for evidence of good behaviour.

Financial Limitations

The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of what is viable within the context of its overall budget.

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 all bursary awards meet the Governing Body's aims for the scheme and the following factors will be taken into account when determining the necessary level of grant:

- 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 or the need to care for children under school age or other dependents.
- Opportunities to release any capital. Capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
- In cases of separation, the contribution made by the absent parent.
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.

The School considers that the following would not be consistent with the receipt of a bursary:

- Frequent or expensive holidays
- Investments or savings
- New or luxury cars
- Investment in significant home improvements
- A second property / land holdings

Annual Review

Entrance bursary awards are subject to an annual assessment of parental means and may increase or decrease depending on parental circumstances. Current bursary holders will be issued with a financial form at the beginning of February each year for return by the end of the month.

TORMEAD

For those in receipt of bursaries, the Headmistress and Bursar have the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

The Application Process

Entrance Bursaries may be made available to parents/guardians of children entering Year 7 and the Sixth Form at Tormead. They are awarded at the discretion of the Headmistress and the Bursar is responsible for the management and coordination of the process.

Step One

Parents/guardians seeking an **Entrance Bursary** must register their daughter with the school and have paid the school's registration fee.

Those wishing to make an application must in the first instance register their interest by contacting **Mrs Christina Francis**, PA to the Headmistress and the Bursar on **01483 796091** or by email to **cfrancis@tormeadschool.org.uk** by **Thursday 31 October 2019**. All applicants will be required to complete an application form which seeks to establish the financial circumstances of the household.

The completed forms, together with the necessary documentary evidence, are to be submitted to Mrs Francis no later than Friday 22 November 2019 for bursaries to start in September 2020.

Step Two

The school's representative, Bursary Administration, assesses 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 will usually involve the school's 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

Bursary Administration prepares a report for the school based upon the financial circumstances form and the home visit and this is considered by the Headmistress and Bursar and decision is then reached.

Step Four

All entrance bursary awards are reported to the Governors' Finance Committee.

TORMEAD

Step Five

End of January. The parents/guardians are advised whether their child is to be offered a place at the School and at the same time are advised whether they will receive an entrance bursary.

Step Six

Parents/guardians are required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.