



ST CATHERINE'S SCHOOL  
— TWICKENHAM —



## Bursary Information Pack for Applicants

### Introduction

St Catherine's School has a long history of providing financial assistance to pupils and their families. Means tested bursaries are designed to assist prospective parents on low incomes who, for financial reasons, might otherwise be unable to send their daughter to the School. Means tested bursaries are available to Senior School girls only and applications can be made in any year group between Year 7 and Year 13. The value of the bursary can be up to 100% of the tuition fee, however the school is able to offer only a limited number of 100% bursaries in the school at any one time.

### Process

All applicants for bursaries are required to complete a means test form. This document is designed to provide a full picture of the income, outgoings and capital assets of applicants so that the School can determine those to whom an offer of a bursary would be most beneficial. The School will consider both financial factors and wider issues when determining whether an award will be made. Families that may be classified as "low income" but have substantial assets may be ineligible for a bursary. The Bursar, or his representative, may conduct a home visit to ensure the information provided in the form has been correctly interpreted and the basis of the financial assessment has been accurate.

### Application

The deadline for submission of the completed application form is 30th November in the year prior to anticipated entry. The form, which may be found at Appendix A, requests details of income and expenditure and must be accompanied by Appendix B, signed Declaration, and full documentary supporting evidence. If the application for the Bursary is successful then the parents will be notified by letter. All offers of Bursaries are subject to the Terms and Conditions which will be forwarded together with the award decision. An application for a bursary will not prevent parents of pupils from applying for a scholarship.

### Bursary Decisions

Decisions on the award of bursaries are made by the Head and Bursar. St Catherine's is a relatively small school and its primary source of income is from the receipt of tuition fees. Therefore due to the limited financial resources of the school, not every eligible application for a bursary will be successful.



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 are well focused. Therefore in addition to current earnings, other factors will be considered in determining the necessary level of award and these will include:

- The ability to improve the financial position or earning potential of the family. 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 under school age children or other dependents, or the requirements of his/her partner's work.
- Opportunities to release capital. Significant capital savings and investment would be expected to be used for the payment of school fees, as would equity value in houses.
- in cases of separation, the financial contribution made by the absent parent and contribution to household costs by other, wider, family members or outside sources.

It is at the discretion of the School to consider whether, in its opinion, that the following may not be considered consistent with the receipt of a bursary:

- The availability of trust funds
- Frequent or expensive holidays;
- New, luxury or superfluous cars;
- Investment in significant home improvements;
- A second property/land holdings.

The decision of the School is final. Please be assured, however, that the decision will be taken objectively on a fair and reasonable basis taking into account all appropriate factors.

#### Award

The award and value of a bursary will be assessed by the Head and the Bursary in the spring term when they will assess only completed applications received, prior to the published deadline, for the entry into the school or continuation to a new entry point in the following academic year. The selection and award of a bursary will be at the sole discretion of the school.

The award of the bursary shall be for a maximum period of 12 months after which time the level of bursary and parents' current financial statement shall be reviewed. The qualifying criteria for the award of a bursary are not disclosed and are confidential to the school.

The award of a bursary may be withdrawn, 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, the perceived failure to support could be through the late payment of any contribution they are making to the fees or failure to support the School's ethos, protocols and rules.

#### Confidentiality

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. Failure to do so may jeopardise the award in subsequent years.



#### Other Schemes.

In addition to the application to St Catherine's, there are a number of educational and charitable trusts which provide assistance with tuition fees. It is an expectation of the School that, in addition to the application to the School, parents also apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the Educational Trusts' Forum <http://educational-grants.org/>.

Parents who have registered their daughter with the Admissions Office and believe they may have a case for the award of a Bursary should contact the Assistant Bursar for more information, by email [cwilder@stcatherineschool.co.uk](mailto:cwilder@stcatherineschool.co.uk)

Date: 21 September 2020



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