



## Bursary Policy And Hardship Support

Cheam School (the “School”) is committed to broadening access to the School by offering Bursarial support in a number of different ways.

### Life Changing Bursaries

Life Changing Bursaries of up to 100%, supported by our dedicated Cheam Foundation, may be awarded to children who have a desire to learn in any form and who, for financial reasons, would not otherwise consider the School as an option. They are intended to allow a talented child to develop his or her full potential and are for children entering the School in Years 7 or above.

For Life Changing Bursaries, there is no Registration Fee or Confirmation Deposit to pay.

The Cheam Foundation will cover the cost of:

- School fees and, as applicable, essential extras.

Life Changing Bursaries are subject to the application process below and decisions are made by the dedicated Bursary Awards Committee.

### Application Process for a Life Changing Bursary

If you think your child may qualify for a Life Changing Bursary to Cheam, you should register your interest with the Registrar, Juliette Moore: [registrar@cheamschool.co.uk](mailto:registrar@cheamschool.co.uk) or 01635 267 822.

- a) Parents and child will then be invited to visit the School when they will also meet with the Headmaster.
- b) Following your visit, should both parties wish to continue the Application Process, you will be invited to return the following to [registrar@cheamschool.co.uk](mailto:registrar@cheamschool.co.uk) :
  - Registration Form (there is no Registration Fee to pay.)
  - Covering letter/email detailing why you feel that your child in particular would benefit from a Cheam Education
  - Most recent school reports and any relevant third party reports (educational psychologist, occupational therapy, speech and language, specialist teacher, medical etc.)
- c) You should also complete and return the means testing forms (and any other evidence requested) to the Director of Finance and Operations [jenkinsl@cheamschool.co.uk](mailto:jenkinsl@cheamschool.co.uk).
- d) Applications may be assessed by an independent and specialist firm and may involve a visit to the parents’ home to assist the School in ensuring School funds are used appropriately.
- e) Eligible pupil candidates will be invited to visit the School for a Familiarisation Day.

- f) Following the Familiarisation Day, the Bursary Awards Committee will meet and parents will be advised if their application has been successful or not. Those who are offered a Life Changing Bursary are then asked to sign a letter accepting the offer and agreeing to any conditions made. (There is no Confirmation Deposit to pay.)

## **Bursaries**

In addition, the School aims to widen participation from those in its local community and, as such, allocates funds each year to offer **Bursaries** to those who might need financial assistance with part of the tuition fees enabling them to pursue an application to the School.

These Bursaries are for children entering Years 3 and above, are means tested and reviewed on an annual basis but would normally endure for the whole of the child's education. Current Bursary holders are subject to repeat annual means testing. It should be noted that a significant change to the level of award, particularly downward, will only occur in exceptional circumstances, e.g. where the family receives a large inheritance or other such significant lump sum. It would not be fair for the benefit of small increases in income or assets to be lost by an increase in fees payable to the School.

These Bursaries are made following the annual Application Bursary Process (detailed below) and decisions are made by the dedicated Bursary Awards Committee which meets annually. The Bursary Awards Committee will consider a range of factors in reaching a conclusion such as academic potential and potential in extra-curricular areas as well as previous reports.

## **Annual Application Process for a Bursary**

- a) If you think you may qualify for a Bursary to Cheam, you should register your interest with the Registrar, Juliette Moore: [registrar@cheamschool.co.uk](mailto:registrar@cheamschool.co.uk) or 01635 267 822.
- b) Parents and child will then be invited to visit the School in the Autumn term when they will also meet with the Headmaster.
- c) Following your visit, should both parties wish to continue the Bursary Application Process, you will be invited to return the following to [registrar@cheamschool.co.uk](mailto:registrar@cheamschool.co.uk) by end of December:
- Registration Form and £150 registration fee
  - Covering letter/email detailing why you feel that your child in particular would benefit from a Cheam Education
  - Most recent school reports and any relevant third party reports (educational psychologist, occupational therapy, speech and language, specialist teacher, medical etc.)
- d) You should also complete and return the means testing forms (and any other evidence requested) to the Director of Finance and Operations [jenkinsl@cheamschool.co.uk](mailto:jenkinsl@cheamschool.co.uk) by the end of the Spring half term.
- e) Applications may be assessed by an independent and specialist firm and may involve a visit to the parents' home to assist the School in ensuring School funds are used appropriately.
- f) Eligible pupil candidates will be invited to visit the School in the Spring term for a Familiarisation day.

- g) The Bursary Awards Committee will meet towards the end of the Spring term and parents will be advised at the end of the Spring term if their application has been successful or not. Those who are offered a Bursary are then asked to sign a letter accepting the offer and agreeing to any conditions made. At the discretion of the School, the payment of a confirmation deposit may also be required subject to individual circumstances depending on the scale of the Bursary award.

## **Hardship Support**

Occasionally we recognise that the parents of existing pupils can experience a change in circumstances resulting in difficulty meeting school fees and which might otherwise result in a child being withdrawn midway through their education. The School will always consider offering support during these difficult times. This would be a temporary measure funded by our hardship fund. Applications for such **Hardship Support** should be made by covering letter or email directly to the Director of Finance and Operations [jenkinsl@cheamschool.co.uk](mailto:jenkinsl@cheamschool.co.uk) and families will be required to complete the School's means testing forms.

Hardship Support is allocated following a recommendation by the Director of Finance and Operations to the Headmaster. Hardship Support is subject to repeat detailed testing of parental means each year and may be varied upwards or downwards depending on circumstances.

In any particular year the resources of both the School and Cheam Foundation may be limited and awards cannot be guaranteed. Each case is assessed on its own merits and resources are allocated where most needed and deserved.

The Headmaster and Director of Finance and Operations may withdraw an award where a pupil's progress, attitude or behaviour has been unsatisfactory or where agreed contribution due from parents/guardians has been late or not forthcoming.

Reviewed: October 2022

Compliance checked: October 2022

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