



King Edward's

WITLEY

Advice to Parents/Guardians on applying for Bursary support

Our Bursaries range from 10% up to a maximum of 50% of boarding or day fees. Funding support is from our school's parent Foundation, Bridewell Royal Hospital. Bursary awards are made after assessing the financial circumstances of the family (income and assets), as well as the individual child's boarding need.

The '**boarding need**' is a measure of illness, disability, or other trauma in the home – so that it becomes important for the child to attend boarding school and be away from home.

Parents/Guardians wishing to apply for bursary support will need to complete the following process and timeline. Please note further guidance on each Form follows.

Forms and process	Timing
<ol style="list-style-type: none"> 1. King Edward's Witley Pupil Application Form, to register child for school place. 2. <i>Send to Admissions Office and pay £150 Registration Deposit.</i> 3. Preliminary Bursary Enquiry Form, AND, Letter addressed to Mrs Wright (Head) to estimate potential support. 4. <i>Send both case for support letter and the preliminary form, to Bursary Officer.</i> 5. If you have qualified at the preliminary stage of 3. And 4. Above, you will be notified of the estimated % of support and send a Formal Bursary Application Form to complete. 6. <i>Send all back to Bursary Officer i.e. Formal Bursary Application Form and all supporting documents must be attached for a full means testing assessment.</i> <p>Once all information has been verified, and in some cases, there will be a need for a home visit, the decision is taken to our Bursary Awards Committee who meet once a term to confirm bursary support offers. The decision will then be communicated to you formally for your decision to accept or decline the offer. All offers are final.</p>	<p>Register as early as possible. Only once entrance testing and interview process is completed will a school place offer be extended.</p> <p>Should be completed in the year before the pupil would be joining the School</p> <p>The Full Bursary Application Form can't be started earlier than the year of entry, as up-to-date financial and medical information is required from the family.</p> <p>Usually communicated to you by April if all documents and verification has been completed. This can be delayed due to incomplete application forms and insufficient supporting documentation.</p>

School Place/Entrance Tests: All prospective pupils are required to sit the School's entrance tests which take place at the School in the January of the year of entry. Papers are set in English (reading and writing), Mathematics and Verbal Reasoning. The School admits a broad range of ability but generally the minimum standard acceptable for First Form is Level 4 at Key Stage 2. At Key Stage 3, a variety of indicators are used. Results of the test are usually released within two weeks of the test date. Later applicants are tested individually.

The Boarding Need: Bursary calculations are further increased or lowered based on the School's assessment of boarding need:

- where a parent, brother or sister is seriously and chronically ill.
- where the circumstances mean that residential care or fostering might have to be considered.
- where attendance at the School during the term will enable the family to remain together.
- where parents are divorced or separated, and the home life has become unsatisfactory or abnormal.

Preliminary Indications: Based on the initial information provided, the School will provide applicants with a provisional indication of the level of Bursary support that their child might be likely to receive and of the approximate level of fees left to be paid. This form should be completed in the year before the pupil would be joining the school.

It asks for outline details of the gross income (that is, before deductions for Tax, National Insurance etc.) and benefits received for all members of the child's family. The number of brothers and sisters of the child or of other dependent relatives within the family are requested so that a further deduction from the gross family income can be allowed. An indication of the total level of gross family assets and if relevant, the value of a mortgage and any other debts is also asked for.

Most importantly, the form **must** be accompanied by a **letter addressed to the Head** giving specific reasons why a boarding school education is considered necessary for the child and why a Bursary will be required.

Income: The School will subtract the appropriate amount from gross family income for deductions and dependants to calculate the net income remaining.

Assets: The value of any mortgage will be deducted from the value of any property owned, to give an indication of the value of the net assets. A brief description of the owned property/accommodation is requested, for example if it is semi-detached, terraced, the number of bedrooms etc. If more than one property is owned, then descriptions and values of **all** properties should be declared.

Formal Applications: Applicants for Admission who are considered likely to be eligible to receive a Bursary will be sent a full Bursary Application Form. The Bursaries & Charities Officer will be available to assist and guide applicants through the formal application process. She will also be available to guide applicants with making further applications to other charities who might be able to help. Applicants should be aware that formal Bursary applications must be fully supported by appropriate documentation, which will be scrutinised carefully.

Additional Support/ the other 50%?

The School has strong links with other charities who might be able to provide additional support to a child from a deprived background with a high boarding need. In such a situation several charities may each be able to grant an award, and these will accumulate to cover some or even most of the fees remaining.

Home Visits: The School, or a third-party supporting charity, may require a home visit to take place. Report of the home visit could be shared with charities (with permission), so that hopefully only one home visit is required – rather than one for the School and others for each/every supporting charity.

Formal Offers of Bursaries: Applicants should be aware that it can take some time to scrutinise and confirm the accuracy of their formal application. However, once all details have been provided and confirmed, the School will seek to provide successful applicants with an appropriate formal offer of a Bursary.

For applications received before the School's entrance tests in January, the School will seek to provide successful applicants with the formal offer of a Bursary as soon as possible, aiming for before the end of the Spring Term (April). Later applications may be dependent on the availability of funds remaining. Should they also apply for assistance from other charities, this can increase the delay even further.

Who to speak too?

School Place registration is managed by our Admissions Department.
admissions@kesw.org 01428 686 557

Bursary support is managed within our Finance Department.
reinhardt@kesw.org 01428 686761