ST EDWARD'S
PREP SCHOOL & NURSERY

Admissions, Means-Tested Bursaries and Childcare Vouchers
THIS POLICY APPLIES TO EYFS

Date of Policy	February 2025
Member of staff responsible	Jonathan Parsons and Jordan Ruddick
Changes Made	Updated registration fee
Sept 25 Review	Removal of boys only in Year 6. A line added about the school requesting additional assessment or taster sessions in some cases.

(Please also refer to Equal Opportunities and SENDA Accessibility Policies)

Pupils can join the school at any point during the school year, and in any particular year group, depending on availability. St Edward's is an independent prep school for children from the ages of 2 to 11 years. Entry is open to boys and girls into our Nursery after the child turns two years of age. The child will then transfer into Reception Class in the September following their fourth birthday. Due to strong demand for places in our Pre-Reception, priority is given to children who commit to continue through to our Reception Class. Children are required to attend school full time when they join in Reception.

Registration and Taster Sessions (EYFS)

After a registration form and non-refundable fee of £60 has been received, the school invites potential pupils to attend a taster session, which will include an informal teacher assessment, to see if child and school are compatible. We also ask for copies of any reports or assessment information from the child's previous educational setting or school.

A taster session and informal assessment will be for approximately half a day, arriving in the morning or afternoon dependent on the timetable and staffing numbers that day (parents of under four-year-olds will be asked to wait half an hour while their child settles in and asked if they foresee any issues with the length of stay). The Headteacher or appointed delegate may choose to visit the child's pre-school/school to observe them in that setting, or alternatively speak to an appropriate member of staff before an offer is made. The school will make all reasonable adjustments to accommodate SENDA and EAL prospective pupils.

Registration and Assessment (Years 1-6)

After a registration form and non-refundable fee of £60 has been received, the school invites potential pupils to attend two assessment/taster days. Children will be asked to complete assessments in both Maths and English during the morning and then spend the rest of the day following the respective year group's timetable. The assessments are based on the child's current level of work within the National Curriculum. We will also ask for reports from their previous school. The Headteacher or appointed delegate may choose to visit the child's school to observe them in that setting, or alternatively speak to an appropriate member of staff before an offer is made. After this has taken place and we have received the relevant documentation, the school may make a written offer of a place. For international pupils, we may complete an online assessment and contact their existing school to find out more about the child.

For all pupils, a copy of the child's birth certificate and proof of parents' right to domicile in the UK or relevant VISA will be required at the time of registration.

Offers

It is the policy of St Edward's Prep to admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria. There are times where this is difficult to ascertain from one visit and therefore, we may choose to ask the child back for another assessment day before making a final decision.

All offers of a place must be accepted in writing by both parents and must be received at school along with the £500 deposit within three weeks of the date of the offer (unless an extension is sought from the Headteacher via the Registrar) to secure the place.

The child may then be invited to attend more Transition Days as the start date approaches to familiarise themselves with the school and to ensure a successful start at St Edward's Prep.

In the case where a child is unsuccessful in their assessments and an offer is not made, feedback may be provided to the parents on request.

A limited number of means tested bursaries are available and are assessed on completion of the relevant bursary application form and, if awarded, are reviewed annually.

Special Educational Needs and Disability

The school will make all reasonable adjustments to accommodate SENDA and EAL prospective pupils.

It should be noted that the school site is hilly and is not easily accessible by pupils with a mobility problem. We have limited facilities for children with physical disabilities but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities or special educational needs for which, with reasonable adjustments, the school can cater adequately. The school, which is a non-denomination foundation but has Christian beliefs at its core, actively welcomes children of all religious backgrounds.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the school. Parents of a child who has any disability or special educational needs should provide the school with full details at the time of the application for registration. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The school needs this information so that, in the case of any child with particular needs, the school can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the school can cater adequately for the child's needs should an offer of a place be made.

MEANS -TESTED BURSARIES

General

ST EDWARD'S PREP is committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a Bursary and these may be awarded in the form of a discount on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Awards are made by assessing a family's financial circumstances and other contributing factors.

Requests for financial support usually fall into two categories:

- New applicants to the school, where a place has been offered but parents/guardians are unable to fund the tuition fees.

- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

New Applicants to the School

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 fees is mentioned on the school website.

The Application Process

Bursaries may be made available to parents/guardians of children entering Reception class upwards (for children no longer in receipt of Early Years Funding). See the school's Admission's Policy.

- Step One. Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, may be found at Annex A and must be accompanied by full documentary

evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the Proprietor.

- Step Two. All applications are assessed in order to establish the likely level of support which will be required to allow the child to attend the school. This may involve a visit to the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

- Step Three. The parents/guardians are advised whether their child is to be offered a place at the School and of the Bursary offer. Parents/guardians are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.

The Case for Assistance

The school will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the school is the first consideration in granting support.

- Suitability. In assessing a child's suitability, attention will be given to the academic assessment result 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. Each pupil to whom support is offered must, in the opinion of the Headteacher, be likely to make sound academic progress following admission and possess the potential to develop the quality of their work, and benefit from participation in the wider, extra-curricular activities on offer at the school. In normal circumstances, each applicant should meet the school's normal academic requirements. 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 grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

    - 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, the need to care for children under school age or other dependents, or the requirements of their partner's work.

    - Opportunities to release any capital. Significant 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.

    - Where fees are being paid to other schools (or universities) the school's grant will take into account all these outgoings.

- Acknowledging that others might have a different view; the school considers that the following would not be consistent with the receipt of a bursary:
    - Frequent or expensive holidays.
    - New or luxury cars.
    - Investment in significant home improvements.
    - A second property/land holdings.

- Other Factors. It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
    - Where a child has siblings at the school.
    - Where the social needs of the child are relevant (eg: may be suffering from bullying at their present school).
    - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
    - Where a separation has resulted in the child having to be withdrawn from the school adding to the stress of coping with the parents/guardians separating.

Existing Pupils - Change in Family Circumstances

Within overall budget funding, the school will in normal circumstances set aside each year a Hardship Fund, for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the school whose financial circumstances suddenly change may apply for a bursary, explaining their situation and using the forms at Annex A. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to repeat testing of parental means each term and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms at the beginning of March each year for return by the end of the month. For those previously in receipt of bursaries, the Headteacher has the discretion to recommend to the Proprietor 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.

Confidentiality

The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

Other Sources of Bursary Assistance

In addition to the school's bursary fund, there are a number of educational and charitable trusts, which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. ST EDWARD'S PREP encourages parents/guardians to 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
Website: www.educational-grants.org

The Royal National Children's Foundation
Website: www.rncf.org.uk

CONFIDENTIAL STATEMENT OF FINANCIAL CIRCUMSTANCES IN SUPPORT OF AN APPLICATION FOR A BURSARY

Please read the Notes for Guidance on pages 7 to 9 before completing this questionnaire

1. CHILD			
A	Full Name		
B	Date of Birth		
C	Term/Year of Entry		
2. PARENT CONTACT DETAILS (see note 1)			
		Father/Step Father	Mother/Step Mother
A	Names		
B	Title		
C	Address		
D	Post Code		
E	Telephone/Mobile Number		
F	E Mail Address		
3. PARENTS' OCCUPATIONS			
A	Employed (complete employer's name, address and phone number)		
B	Self-employed (compete type of business)		

C	Unemployed		
D	Retired		
4. INCOME (see note 2) (Please enter below your current / expected income from all sources this tax year)			
		Father/Step Father	Mother/Step Mother
A	Gross Salary and other emoluments (including all taxable benefits & expenses)		
b	Taxable profits of trade or profession for last two accounting periods		
c	Gross pension, widow's pension, State pension etc		
D	Gross investment income from:		
	• Building Societies /Banks		
	• Dividends and interest (other securities)		
e	Gross rental income		
F	Social Security benefits (including Child Benefit and Child Tax Credits)		
g	Separation or Maintenance Allowance		
h	Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees.		
I	Benefits in Kind provided free by reason of employment not already included in (a) above		
J	Any other income or gains not included in (a) to (i) above e.g.: trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc.		

5. OUTGOINGS (see note 3)			
a	Tax payable on Incomes declared above *(including tax deducted at source)*		
b	National Insurance Contributions		
c	Pension or superannuation contributions (net)		

d	Mortgage repayments *(include capital repayment as well as interest)*		
e	Endowment mortgage insurance		
f	Any other interest payable e.g. overdrafts, credit cards, loans, etc *(please specify)*		
g	Annual landlord rent payable on principal residence		
6. CAPITAL ASSETS (see note 4)			
		Father/Step Father	Mother/Step Mother
A	Approximate market value of all investments		
	• Building Society/Bank deposits/National Savings accounts		
	• Equity investments, (shares, unit trusts, corporate bonds and other securities) and Government stocks		
	• PEPs, ISAs, etc.		
	• Life assurance bonds and policies including endowments		
b	Approximate market value of principal residence *(freehold or leasehold)*		
c	Approximate market value of other possessions including house contents, car, collections, paintings, jewellery etc		
d	Cash at banks or elsewhere *(current accounts only)*		
e	Approximate market value of any other assets *(please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years)*		
f	Net worth/value of any businesses which you own or share		
g	Approximate market value of your interest in any other property, land or buildings either at home or abroad		
h	Redundancy or other termination payments.		
i	Monies that are owed to you.		

J	Other assets not listed e.g. share options, trust interests/assets held on your behalf by a third party, assets likely to be received in the foreseeable future etc.		
7. CAPITAL LIABILITIES (see note 5)			
		Father/Step Father	Mother/Step Mother
(Please give details of any capital charges against the assets declared in Section 6)			
a	Mortgage Details		
	Amount outstanding on principal residence		
	Final payment date		
b	Other liabilities *(please specify)*		
8. NET ASSETS			
	TOTAL ASSETS (6)		
	LIABILITIES (7)		
	NET ASSETS (6-7)		
	Please explain any reasons why net assets cannot be converted or utilised to pay school fees.		

9. DEPENDENT CHILDREN (see note 6) (Include the child to whom this application refers)					
		1	2	3	4
a	Forename				
b	Date of Birth				
c	School or College				
d	Boarding or Day				
		£	£	£	£
e	Annual school or other educational fees *(excluding extras and sundry disbursements)*				
f	Compulsory additional school charges				

g	Amount of fees shown in (e) covered by:				
	Scholarships, Bursaries or other allowances given by school				
	Annual sum arising from capital repayment scheme				
	Services/Diplomatic/ Company Education Allowances (gross) *(state whether sum has been included in gross salary at 3 (a))*				
	Annual sum arising from Educational Insurance Policies				
	Assistance from any other sources e.g. Grandparents, trusts, charities, etc. *(please specify)*				
h	Annual income of child *(if any)*				
	Capital Value of Trust				

10. OTHER DEPENDENTS (See Note 7) *(Please give details)*

11. YOUR CONTRIBUTION

Financial Taking into account all of the above, please state the maximum amount you would be able to contribute towards school fees per month	
Other If there are other things you would be willing to do in support of the School (for example, acting as a parent ambassador, providing informal professional advice, assisting with coaching sports teams, etc.) please provide details here:	

12. VERIFICATION AND HOME VISIT

The school may request that you provide documentary evidence to support your application, such as tax returns, pay slips, mortgage and bank statements. The school may also wish to visit you at your home	Yes / No *Delete as appropriate.*

address to discuss your application for support. Please indicate whether you are happy to receive a visit from the school's representative.	

13. ANY ADDITIONAL INFORMATION

14. DECLARATION

After having read the attached notes, the following declaration should be signed by both parents/applicants (or see below):

We/I have read the notes and have made a complete and accurate declaration of our/my income and assets.

We/I understand that if we/I are/am offered a Bursary for our/my child and accept a place for her at the school, the following terms and conditions will apply as between ourselves/myself and the School: -

a) our/my child's fees account with the School will be credited termly with the amount of the Bursary for so long as the award remains in effect;

b) any award of a Bursary is subject to annual review and we/I must complete (if requested) an annual declaration of our/my financial circumstances on the form sent to us/me by the School and supply all relevant supporting evidence by the return date indicated;

c) we/I will report immediately any material change in the financial position declared;

d) the Bursary may be withdrawn or reduced if:

    a. we/I act or our/my child acts in breach of the School's Terms and Conditions;
    b. we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
    c. we/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
    d. in the opinion of the Headteacher, our/my child's attendance, progress or behaviour no longer merits the continuation of the award;
    e. we/I are more than 28 days in arrears in respect of any amount due and owing to the School;
    f. there is a material change in our/my financial circumstances;
    g. the School's resources are insufficient to maintain the level of award.

e) the Bursary will be withdrawn and the value of any amount of the Bursary previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Bursary.

Signatures: (See Guidance Note 1)

…… …….

Parent/Guardian Date

…… …….

Parent/Guardian Date

NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY APPLICATION FORM

Before completing the form, please read these notes carefully, and contact the Office if further information or advice is required. These notes refer to the corresponding paragraph on the Form.

The school reserves the right to seek any other documentary evidence in support of the income and asset figures submitted, and to make enquiries which it deems necessary.

All financial values should be shown in Sterling. References to Her Majesty's Revenue & Customs (HMRC) include the relevant national Taxation Authority.

1. PARENTS/APPLICANTS

These are defined as:

- the natural father and mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
- the parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household; or
- the child's guardian appointed in accordance with section 5 of the Children Act 1989 (or any earlier enactment) and the partner (if any) of that guardian where the partner normally resides with that guardian and the child in the same household; or
- the person with whom the child resides in accordance with either:

i. a subsisting residence order made under section 8 of the Children Act 1989; or

ii. any subsisting court order (other than a residence order) which specifies who is to have actual custody or and control of the child; or

- where a pupil either has no parents as defined above or the school is satisfied that no such parents can be found, and she is either looked after by a local authority or provided with accommodation within the meaning of section 105(1) of the Children Act 1989, the pupil shall be treated as one whose parents have no income for the purposes of the scheme; or
- where none of the above applies, the parent is the person with whom the pupil normally resides in accordance with any informal care or fostering arrangement and that person's partner (if any) where the partner normally resides with that person and the pupil in the same household.
- If parents are separated or divorced before or while their child attends the school, both mother and father will be required to complete and sign the Application Form.

2. INCOME

a) The gross annual amount of salaries and wages, including any earnings from profit related pay, part-time employment and any sum received as bonus, commission etc, statutory sick pay, statutory maternity pay giving GROSS amounts (before deduction of tax, NI, superannuation, etc) for the current or latest financial year. Taxable benefits in kind agreed with HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc) – at the amount agreed for taxable purposes.

b) Profits from a business or profession – at the amount of GROSS income agreed by HMRC or relevant tax authority for the year in question (deductions should be made only in respect of capital allowances). Copies of the latest set of accounts should be included.

d) All other Investment income (eg interest or National Savings Bank deposits; dividends, annuities etc) should be entered GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified. Building Society interest must be disclosed GROSS.

f) All social security benefits received should be declared and type of benefit specified.

g) Court Orders, Legal Separation Agreements and Voluntary Arrangements for School Fees – Where a parent is required by a Court Order, or a legal binding separation agreement (eg Deed of Separation) to pay part of the School fees, then only that part of the fee which is not covered by the Court Order/agreement will be used to calculate any Bursary to be awarded. This is irrespective of whether or not the order or agreement is being complied with. Where the whole amount of the fees are required to be paid by virtue of a Court Order or separation agreement, applicants are not eligible for a Bursary. You should indicate how many years are payable and any annual variations. All receipts relating to maintenance payments, separation allowances and sums in respect of Child Support maintenance must be declared.

i) Include free benefits in kind agreed by HMRC as not subject to tax, eg representative occupation of house, free meals.

j) Enter income from letting or subletting of property at the amount of the NET profit agreed with HMRC; and royalties and all other sources including entertainment and travel allowances etc.

3. OUTGOINGS

a) Enter Income Tax and tax on unearned income SEPARATELY.

c) Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes.

d) Enter capital as well as interest payment on a mortgage for the principal residence.

e) Only complete this if repayment is affected by means of a full Endowment Policy.

f) Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

4. PARENTS'/APPLICANTS' CAPITAL ASSETS

In addition to taking account of all relevant sources of income, the School takes account of the following assets:

a) The capital sum of any monies on deposit with any bank, deposit taker or building society.

Investments in stocks and shares, valued as near as possible to the date of submitting the application form.

b) The current market value of your principal residence. The current market value should be estimated by parents where a current valuation is unavailable.

f) If you run your own business or are partners in a business, then you should show the net worth of the business. Shares in a company not listed on a stock exchange should be valued at the relevant proportion of the net value of the company.

g) In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

5. PARENTS'/APPLICANTS' CAPITAL LIABILITIES

Details of other liabilities should be provided along with the lender.

6. DEPENDENT CHILDREN

Use column number 1 for the child for whom you are now applying at her current school rate. Enter in other columns any other of your children who are unmarried and at a school, university or other educational institution.

e) The figures to be inserted here refer to the current academic year.

g) (iii) Members of HM Forces and Diplomatic Service should include the amount of any Education Allowances which they receive. Parents in other occupations should include any similar sum

(iv) Insurance Policies for School Fees – If any insurance policy for the payment of School fees exists, then the amount declared is the amount receivable under the policy for the academic year for which the application is being made. If the insurance policy covers the full cost of the tuition fees, then the pupil is not eligible for a Bursary. The types of policy concerned are those which stipulate that the company shall pay the school fees, in whole or in part, to the school in respect of the pupil.

(v) Where a Trust has been established in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.

h) Where the child has any unearned income, e.g. interest from National Savings, bank or building society deposits, or receives share dividends, you should enter the source of income and the gross amount received before deduction of any tax. Do not include any income from part time employment or student Bursaries. You should enter the capital value of any beneficiary or other trust set up for each child.

7. OTHER DEPENDENTS

If you qualify for a Carer's Allowance, or have an aged grandparent or relative living with you or dependent upon you, please provide details including age, address, condition, etc.

11. YOUR CONTRIBUTION

Please ensure this section is completed. The form will be returned as incomplete if this box is left empty.

13. ANY OTHER RELEVANT INFORMATION

Please enter, on a separate sheet if necessary, any details which may affect the assessment of a Bursary, e.g. a significant change in income or outgoings for the coming year.

Payment by Childcare Vouchers

St Edward's Prep is happy to accept childcare vouchers from parents but there are HM Revenue and Customs regulations that do need to be observed. It is the responsibility of the parents and their employers to ensure that these regulations are complied with. These can be found on http://www.hmrc.gov.uk/calcs/ccin.htm

Currently, the regulations allow parents to use childcare vouchers for care provided by the governing body of a school, on school premises, outside the normal hours of compulsory education.

In practise this means that:

For statutory aged pupils, the regulations allow us to only accept childcare vouchers for out of school hour activities that take place on the school site. So, they can be used to pay for day boarding, before school care, holiday club or activities that are paid direct to the school such as judo, fencing and chess.

The school cannot accept the vouchers for school fees, school buses, music lessons, school trips, insurance and equipment.

For Little Griffins and Reception class pupils who are not yet statutory aged (i.e. until the term after they reach five years old) the vouchers can be used towards school fees as well as the above out of school activities.

The payment of childcare vouchers to the school should be made, as with all school fees, before the start of term to which they relate.

A COPY OF THIS POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE