



# ST MARY'S SCHOOL HAMPSTEAD

Providing Access to the Wider Community

## **BURSARY GUIDELINES AND APPLICATION FORM**

2021-2022

## **MISSION STATEMENT**

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of every child, high standards are expected and pursued. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community

# ST MARY'S SCHOOL, HAMPSTEAD

## MEANS -TESTED BURSARIES

### Introduction

St Mary's School, Hampstead is a charity providing Roman Catholic at its School in Fitzjohn's Avenue, London, NW3 6PG.

St Mary's School, Hampstead 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 Bursaries may be awarded in the form of a discount of up to 100% and in some cases more on tuition and other related fees payable (lunches, uniform, music tuition), depending on the financial, compassionate or other pertinent circumstances of applicants.

St Mary's receives no income other than that from fee income. The school fees for 2021-2022 are £5,580 per term. As a charity, the School regards it as appropriate to extend access to the high quality Catholic education it offers to those who are in real financial need. The ability of the School to award Bursaries in any one year will depend on the availability of funds within our agreed budget and the quality and circumstances of the 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 on the basis of the St Mary's School's Scale of Awards, which sets out award levels in relation to a family's financial circumstances. The Scale of Awards is reviewed and revised annually by the Bursar and F&GP Committee to reflect any changes in fee costs, and is approved by the Governors. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual parents/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations.

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. [Means-Tested Bursary]
- 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. [Hardship Fund]

## **New Applicants to the School**

Awareness. Information provided by the School using a range of media in order to reach a socially diverse audience and alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of schools fees is included in:

- The School prospectus and related documents
- The School website
- The local press and national publications and directories by means of advertisements / entries
- Local Institutions including parish churches and other schools
- At the time of the tour of school and meeting with the Headmistress
- At the time of 7+ entry advertising

### The Application Process.

Bursaries may be made available to parents/guardians of children entering St Mary's School (See the School's Admission's Policy). They are awarded at the discretion of the Governors through the Bursary Committee and the Headmistress and Bursar are responsible for the management and coordination of the process.

- 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 form, together with the necessary documentary evidence, is to be submitted to the Bursar.
- Step Two. The Bursar assesses all 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 may involve the Bursar or her representative, with permission from the applicant verifying information given. The School uses The Bursary Administration Limited to verify information as necessary.
- Step Three. The Bursar prepares a recommendation in accordance with the St Mary's Indicative Scale of Awards which is considered with the Headmistress and a joint recommendation is then reached.
- Step Four. The joint recommendation is presented to the Bursary Committee for approval. If timings are such that applications are made outside of the meetings calendar then the Headmistress will make a submission to the Treasurer for approval.
- Step Five. The parents/guardians are advised whether their child is to be offered a place at the School and of the Bursary offer.
- Step Six. 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 Headmistress and Bursar 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. Bursary funds are limited and those judged most suitable in accordance with the School's Admissions Policy will be given priority. 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 her 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.
- 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 – Hardship Fund**

Within overall budget funding, the School will in normal circumstances consider cases of sudden, unforeseen need or hardship where applications meriting Bursary assistance are received out of the normal calendar cycle for Bursary submission, scrutiny and award. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a Bursary to the Headmistress explaining their situation and using the forms at Annex A. Such awards are subject to the availability of funding and cannot be guaranteed.

The Hardship Fund is brought to the attention of all current parents annually with the notification of the Fee level for the next academic year.

### **Annual Review**

All Bursary awards are subject to repeat testing of parental means each year 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 the Easter holidays (ready for a Bursary Committee meeting held during the summer term) each year for return by the end of May. For those previously in receipt of bursaries, the Headmistress and Bursar, in making their joint recommendation to the Bursary Committee, 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.

### **Confidentiality / Data Protection**

The School respects the confidentiality of Bursary enquiries and awards made to families and recipients are expected to do likewise. If at the time of school transfer information is requested by other schools in relation to Bursaries and financial assistance awarded, written permission will be sought from the parents / guardians concerned before any information is shared.

All documentation is kept securely meeting all Data Protection requirements.

## **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 Mary's School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Useful sources of information are

The Educational Trusts Forum

Website: [www.educational-grants.org](http://www.educational-grants.org)

The Royal National Children's Foundation

Website: [www.mcf.org.uk](http://www.mcf.org.uk)

Annex A: Means tested guidance and forms

## **Further related information**

Please contact the school for further information and copies of the Admissions Policy.

**ST MARY'S SCHOOL, HAMPSTEAD**

**Confidential Statement of Financial Circumstances  
in support of an application for a Bursary**

**(Confidential when completed)**

*Please read the Notes for Guidance on pages 16 to 19 before completing this questionnaire*

[This questionnaire is in the form recommended by the Independent Schools' Bursars Association]

<b>1. CHILD</b>		
A	Full Names	
B	Date of Birth	
C	Term/Year of Entry	

<b>2. PARENT CONTACT DETAILS (see note)</b>			
		Parent 1	Parent 2
A	Names		
B	Title		
C	Address		
D	Post Code		
E	Day time Tel		
F	Evening Tel		
G	Mobile		
H	Fax		
I	E Mail Address		

<b>3. PARENTS' OCCUPATIONS</b>			
		Parent 1	Parent 2
A	Employed (insert employer's name, address and phone number)		
	Are you a Director or Shareholder or Proprietor of this Company or Business?	Yes / No	Yes / No
	If "YES" state proportion of Company or Business you and/or your spouse/partner own		
B	Self-employed/ partner in partnership ( provide details of type of business)		
	If a partner state your share of partnership income and capital, if any		
C	Unemployed		
D	Retired		



**4. INCOME** (see note)*(Please enter below your current earnings and expected income from all sources for this tax year)*

		Parent 1	Parent 2
A	Gross Salary and other emoluments (including all taxable benefits & expenses) for the year to 5 <sup>th</sup> April 20[ ]		
B	Taxable profits of trade or profession for last two annual accounting periods	(i). (ii).	(i). (ii).
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 profit		
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.	Yes/No	Yes/No
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 eg: trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc		
K	Please enclose a copy of your self assessment tax calculation for the previous year.		

5. OUTGOINGS (see note)			
A	Tax payable on Incomes declared above ( <i>including tax deducted at source</i> )	(i)	(i)
		(ii)	(ii)
B	National Insurance Contributions		
C	Pension or superannuation contributions (net)	(i)	(i)
		(ii)	(ii)
D	Mortgage repayments ( <i>include capital repayment as well as interest</i> )	(i) Interest	(i) Interest
		(ii) Capital	(ii) Capital
E	Endowment mortgage insurance		
F	Any other interest payable e.g. overdrafts, credit cards, loans, etc ( <i>please specify</i> )		
G	Annual rent payable on principal residence		

6. CAPITAL ASSETS (see note)			
		Parent 1	Parent 2
A	Approximate market value of all investments		
	Building Society/Bank deposits/National Savings accounts		
	<ul style="list-style-type: none"> <li>Equity investments, (shares, unit trusts), corporate bonds and other securities and Government stocks</li> </ul>		
	<ul style="list-style-type: none"> <li>ISAs</li> </ul>		
	<ul style="list-style-type: none"> <li>Life assurance bonds and policies including endowments</li> </ul>		
B	Approximate market value of principal residence ( <i>freehold or leasehold</i> )		
C	Approximate market value of other possessions including house contents, car, collections, paintings, jewellery etc		
D	Cash at banks or elsewhere ( <i>current accounts only</i> )		
E	Approximate market value of any other assets ( <i>please specify and include the market value of any Insurance Policies maturing in this tax year or the last five</i> )		

	<i>years)</i>		
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 )

		Parent 1	Parent 2
<i>(Please give details of any capital charges against the assets declared in Section 6)</i>			
A	Mortgage Details		
	<ul style="list-style-type: none"> <li>• amount outstanding on principal residence</li> <li>• a final payment date</li> </ul>		
B	Outstanding school fee payments or charges		
c	Other liabilities <i>(please specify)</i>		

#### 8. NET ASSETS

	TOTAL ASSETS (6)		
	LIABILITIES (7)		
	NET ASSETS (6-7)		
<i>Please explain any reasons why net assets cannot be converted or utilised to pay school fees.</i>			

**9. DEPENDENT CHILDREN** (see note)*(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)*

		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 <i>(excluding extras and sundry disbursements)</i>				
F	Compulsory additional school charges				
G	Amount of fees shown in (e) covered by:				
	<ul style="list-style-type: none"> <li>Scholarships, Bursaries or other allowances given by school</li> </ul>				
	<ul style="list-style-type: none"> <li>Annual sum arising from capital repayment scheme</li> </ul>				
	<ul style="list-style-type: none"> <li>Services/Diplomatic/Company Education Allowances (gross) <i>(state whether sum has been included in gross salary at 3 (a))</i></li> </ul>				
	<ul style="list-style-type: none"> <li>Annual sum arising from Educational Insurance Policies</li> </ul>				
	<ul style="list-style-type: none"> <li>Assistance from any other sources eg Grandparents, trusts, charities, etc <i>(please specify)</i></li> </ul>				
H	<ul style="list-style-type: none"> <li>Annual income of child <i>(if any)</i></li> </ul>				
	<ul style="list-style-type: none"> <li>Capital Value of Trust</li> </ul>				
<i>The details requested with regard to the fees payable and grants on behalf of your other children are for information only and will not normally be taken into account in the assessment of the level of grant awarded.</i>					

**10. OTHER DEPENDENTS** *(Please give details) (see note )*

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**11. VERIFICATION OF INCOME**

Please enclose documentary evidence in support of the income figures in Section 4.  
Please tick those you are enclosing:

<input type="checkbox"/>	P60 and P11D	
<input type="checkbox"/>	March Pay Advice	
<input type="checkbox"/>	Copy of HMRC tax calculation issued under Self Assessment	
<input type="checkbox"/>	Confirmation of Schedule D self employment income from an independent accountant	
<input type="checkbox"/>	Annual Report & Accounts (including Balance Sheet) for the years 20[ ] & 20[ ]	
<input type="checkbox"/>	Others <i>(please specify)</i>	e.g. copies of dividend vouchers, bank interest certificates
<input type="checkbox"/>	Court Orders and Legal Separation agreements	Covering the payment of school fees and child maintenance
<input type="checkbox"/>	Benefits received	Universal Credit, Social Security Benefit, Housing Benefit, Job Seekers' Allowance, Employment & Support Allowance, Income Support, Disability Living allowance, Incapacity Benefit, Child Benefit

**12. VERIFICATION OF ASSETS** Please enclose documentary evidence of capital assets and tick those you are enclosing:

<input type="checkbox"/>	Property Valuation	£	Investment Portfolio Valuation	£
<input type="checkbox"/>	Mortgage Statement	£	Contents Insurance	£

**13. HOME VISIT**

The School may wish to visit you at your home address to discuss your application for support. Please indicate whether you are happy to receive a visit from the School's representative.

Name:

Yes / No

*Delete as appropriate*

Name:

Yes / No

*Delete as appropriate*

**ASSISTANCE FROM OTHER SOURCES**

In order to help the greatest number of parents who need financial assistance, all those who apply for a Bursary from the school are asked first to enquire if they are eligible for assistance from any other source, including family members, family friends, relatives, employers, charities, trusts and foundations.

*Please state whether you have applied to trusts or foundations for a grant, and if so to which and with what result. Please also state what steps you have taken to obtain assistance from any other third party.*

**ANY ADDITIONAL INFORMATION**

**14. DECLARATION**

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

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

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

- a) our 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 must complete an annual declaration of our financial circumstances on the form sent to us by the School and supply all relevant supporting evidence by the return date indicated;
- c) we will report immediately any material change in the financial position declared;
- d) the Bursary may be withdrawn or reduced if:
  - i) we act or our child acts in breach of the School’s Terms and Conditions attached to the Acceptance Form for our child at the School or in breach of the terms of the Bursary award;
  - ii) we have failed to return the annual declaration of our financial circumstances by the return date indicated;
  - iii) we have failed to produce any additional information required by the School to evidence our financial circumstances;
  - iv) in the opinion of the Headmistress, our child's attendance, progress, attitude or behaviour no longer merits the continuation of the award;
  - v) we are more than 28 days in arrears in respect of any amount due and owing to the School;
  - vi) there is a material change in our financial circumstances;
  - vii) the School’s resources are insufficient to maintain the level of award.
- e) **Important** - the Bursary will be withdrawn and the value of any amount of the Bursary previously credited against our child's fee account will become repayable to the School forthwith if we have fraudulently, knowingly or carelessly provided false or misleading information in relation to the award of the Bursary; and
- f) as otherwise stated in the school’s Terms and Conditions as amended from time to time.

Signatures: (See note on Parents)

Parent 1 ..... Date .....

Parent 2 ..... Date .....

*[NB. Each person with parental responsibility for the child is required to sign this form and, where the parents do not live together in the same household, should provide the requested information in respect of their own household circumstances.]*

## **NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY GRANT APPLICATION FORM**

Before completing the form, please read these notes carefully, and contact the Bursar 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.

### **SECTION 2: PARENTS**

The form should be completed by all holders of parental responsibility for the child.

As responsibility for payment of the fees is in most cases 'joint and several', where both parents do not live together in the same household, each parent should complete the form with full details of their own financial circumstances and the circumstances of their own household. Please err on the side of caution and provide as much information as possible.

Please contact the Bursar if you are unsure who should complete this form or have questions about whose financial circumstances should be included.

### **SECTION 4: 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 declared to HMRC or relevant tax authority for the year in question. Copies of the latest set of accounts should be included. Where the profits assessed relate to a basis period in excess of or less than 12 months please state the length of that period.
- 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.
- E Enter income from letting or subletting of property at the amount of the profit declared to HMRC, net of related expenditure before tax.
- F All social security benefits received should be declared and type of benefit specified.
- H 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.

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

#### **SECTION 5: OUTGOINGS**

- A Enter Income Tax and tax on unearned income SEPARATELY.
- C Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes SEPARATELY.
- D Enter capital as well as interest payment on a mortgage for the principal residence.
- E Only complete this if repayment is effected 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).

#### **SECTION 6: 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 as provided by two estate agents. The current market value should be estimated by parents where a current valuation is unavailable, with the reason provided as to why such a 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.

#### **SECTION 7: PARENTS'/APPLICANTS' CAPITAL LIABILITIES**

Details should be provided of any outstanding school fee payments or charges and any arrangements entered into with the relevant school in respect of payment.

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

## **SECTION 9: DEPENDENT CHILDREN**

Use column number 1 for the child for whom you are now applying at his/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.

- F 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.
- G 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.
- G 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, eg 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 grants. You should enter the capital value of any beneficiary or other trust set up for each child.

## **SECTION 10: 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.

## **ANY OTHER RELEVANT INFORMATION**

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

## **CONFIDENTIALITY**

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