

# Bursaries

The John Lyon School is committed to providing the opportunity for pupils who have a great attitude to learning combined with a desire to be the best that they can be to be able to attend the School when their parents may not otherwise be able to afford the full cost of the fees. The parents of pupils who would require financial assistance to attend the School are encouraged to apply for a means-tested Bursary.

The School offers three types of Bursary:

## **John Lyon's Charity awards**

These Bursaries are funded by John Lyon's Charity. They are available for pupils who live in the nine boroughs that make up the beneficial area of John Lyon's Charity: Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington & Chelsea, Westminster and The City of London. To qualify, a family must have lived within a qualifying borough for three years. Awards are made to pupils joining John Lyon in Year 7 and pupils are expected to remain at the School until the end of Upper Sixth. Awards are made to pupils from families who will need assistance of between 75% and 100% of fees.

## **John Lyon School awards**

These Bursaries are funded by the School. They are available for pupils joining the School in Year 7, Year 9 and Lower Sixth. The value of the awards can range from 10% - 100% depending on a family's financial circumstances. There is no restriction on where a family resides.

## **Hardship awards**

These Bursaries are funded by the School and are available to give short term assistance to families whose financial circumstances have changed whilst their child is at John Lyon. The funds available are limited and the School prioritises awards to pupils in the middle of public examination years, Years 10 and 11 at GCSE and Lower Sixth and Upper Sixth at A-Level.

The School will determine which type of award is best suited for a successful applicant. It is not necessary to apply for a specific award.

## **Financial assistance with fees**

Assistance, in the form of a Bursary, may represent up to 100% of the fees and is dependent on assessment of the parents' financial circumstances. The Bursary is reviewed annually and may increase or decrease in accordance with changes in financial circumstances.

The financial assessment takes into account the value of assets held, including the family home, savings, investments, pension provision and other realisable assets, as well as income, the size of the family, and any other dependents.

As a guide, in general, a family with a combined disposable income of less than £20,000 may be eligible for an award of up to 100%. Conversely a family with a combined gross income of more than £100,000 may not qualify for support. (Disposable income is income net of mortgage / rent, tax, pension and national insurance costs.)

The School also offers additional assistance to Bursary recipients to help cover the cost of uniform and educational trips if required. The number of awards made by the School is dependent on the funds available at the time.

### **Eligibility**

Bursaries are normally only given to children of parents who hold a UK passport. Bursaries are available for new pupils and also for existing pupils where a family's circumstances may have changed leading to a need for assistance. The School will consider a number of factors when assessing whether and to what extent any support will be awarded. The principal consideration will be a child's suitability and the likelihood of them thriving at the School.

### **Suitability**

An applicant must be likely to thrive at John Lyon, benefiting from participation in the co-curricular activities on offer. For a new pupil they must also meet the School's academic requirements and perform well in the assessment process. Previous school reports will be consulted. Bursary funds are limited and those judged most suitable by the School will be given priority. For existing pupils requiring hardship support their attitude to learning and approach to School life will be taken into consideration.

### **Financial considerations**

The level of support given with a Bursary will be dependent on the extent of need. Each application will be assessed on its own merits and awards will be made accordingly, subject to the School's ability to fund these within the limits 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 awards are carefully awarded.

Other factors that will be considered in determining the level of award 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 capital. Significant capital savings and investments would be expected to be used for the payment of School fees, as would equity value in property.
- In cases of separation, the contribution made by the absent parent.
- Contribution to household costs by other family members, any adults unrelated to the child or from outside sources.

- Where siblings are at other fee paying schools or places of education, it would be expected that applications for financial assistance have been made to those organisations.

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
- Lavish personal expenditure

### **Other considerations**

It is recognised that there may be other circumstances that should be considered. These include:

- Where a child has siblings at the School
- Where the social needs of the child are relevant
- Where a separation may result in the child having to be withdrawn from the School, adding to the stress of coping with the parents separating

### **Separated parents**

The School recognises that family separation can be a painful process for all members of a family and may be particularly stressful for children. The School values the quality of its pastoral care and does not wish to increase the pressure that pupils may suffer as a consequence of parental separation or divorce. At the same time the School reminds parents of the commitment (which in most cases will be a joint commitment) that they have made to pay School fees and expects that joint commitment to be honoured in the event of separation or divorce. Separation or divorce is not of itself likely to be sufficient to prompt the award of a Bursary.

The School recognises that the financial arrangements of and between parents who live separately can be complex. However, in general, the financial circumstances of both parents will be assessed.

If either of the child's parents is absent, the School will decide to what extent the absent parent's financial circumstances should be assessed. In all situations, the financial information collected from each parent will be kept confidential and will not be disclosed without explicit consent.

In the case of divorce, court orders and financial agreements regarding the care of dependents must be submitted with the application.

### **The application process for new applicants to the School**

Bursaries may be made available to parents of pupils entering Year 7, Year 9 or Lower Sixth. They are awarded at the discretion of the Governors. The Head, Bursar, Director of Finance and the Registrar are responsible for the management and coordination of the process.

#### *Step One*

Parents seeking a Bursary are required to complete an application form, which aims to establish the financial circumstances of the household. The form can be obtained from Admissions: please contact our Registrar, Rebecca Davies at [admissions@johnlyon.org](mailto:admissions@johnlyon.org) or 020 8515 9443. The completed form is to be submitted to the Registrar by 31<sup>st</sup> October in the year before admission. (For example, if

applying to join the School in September 2020, the application form must be submitted by 31<sup>st</sup> October 2019.)

Applicants should be aware that, even if a full Bursary is awarded, the payment of the registration fee is still required.

#### *Step Two*

The Director of Finance will review the Bursary application to assess whether the family's finances qualify the child for assistance.

#### *Step Three*

If the application qualifies for assistance a home visit will be made during November or December by an external company (Bursary Administration Limited) appointed by the School to review the necessary supporting documentary evidence, to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. Bursary Administration Limited will then submit a confidential report to the School. Bursary Administration Limited have proved to provide a reliable and confidential service to independent schools.

Please see [www.schoolbursaryguide.com](http://www.schoolbursaryguide.com) for more information on the company, their service and their compliance with Data Protection and GDPR.

#### *Step Four*

In January the School will consider the Bursary applications against the funds available. The School may request an interview with the child to assist with the assessment of suitability for an award. To protect your child from knowing that the interview is part of the Bursary application process the School will explain that as part of the admissions process some pupils are interviewed. No mention of the Bursary application will be made in the interview.

#### *Step Five*

The parents are advised whether their child is to be offered a place at the School and whether they have been successful with their application for a Bursary. Please note that if a child has passed the entrance requirements but is unsuccessful with the application for a Bursary, a place will still be offered. Depending on the funds available it may be that not all successful candidates will be offered a Bursary.

#### *Step Six*

Parents are then required to sign a letter accepting the place at the School and an acknowledgement agreeing to the conditions relating to the Bursary. Please note that the payment of the School deposit will be reduced by the level of Bursary awarded. For example, a 50% award would reduce the deposit payable by 50%.

### **Existing pupils**

All Bursary awards are reviewed annually during the Spring Term and may be increased or reduced to reflect changes in the financial circumstances of the parents. Parents will be asked to disclose any change of circumstances to the Director of Finance.

The Head and Bursar have the discretion to reduce or withdraw an award to an existing Bursary holder if the child's progress, attitude or behaviour has been unsatisfactory and / or the parents have failed to support the School, for example by the late payment of any contribution they are making to the fees.

### **Changes in family circumstances**

The School makes provision annually, where possible, for cases of sudden, unforeseen need or where applications meriting Bursary assistance are received out of the normal calendar cycle.

Parents with a child at the School who unexpectedly fall into financial difficulty may apply for a Bursary. Please contact the Director of Finance, Tania Dovey at [tania.dovey@johnlyon.org](mailto:tania.dovey@johnlyon.org) or 020 8515 9475 to request an application form. Such awards are subject to the availability of funding and cannot be guaranteed.

### **Confidentiality**

The School respects the confidentiality of Bursary awards made to families and recipients are also expected to respect such confidentiality.

### **Other sources of Bursary assistance**

There are a number of educational and charitable trusts that provide assistance with fees. Many may be linked to trades and industries within which you or your partner may have worked.

Two websites that may be of assistance:

- [www.isc.co.uk/schools/information-for-parents/fee-assistance-and-bursaries/](http://www.isc.co.uk/schools/information-for-parents/fee-assistance-and-bursaries/) for advice.
- [www.educational-grants.org](http://www.educational-grants.org) gives links to many trusts and charities offering support for educating children.

*Tania Dovey  
September 2019*