

# Adcote School Bursary Guidance

## September 2018/19

Adcote School is a limited company that is committed to broadening access to its educational service by offering financial support with the payment of school fees in two ways:

- a) **Scholarships:** Based entirely on merit, resulting in reductions in fees (see separate information), and not linked to ability to pay. Pupils in receipt of Scholarships may apply also for means-tested bursaries. Scholarships are generally awarded to girls entering the Senior School, but on occasion they are awarded to exceptionally talented girls in the Preparatory School.
- b) **Bursaries:** Means-tested financial support. Bursaries may be made available to parents of pupils entering the School at any age. The School welcomes applications from girls whose parents cannot afford the fees in full or in part. The School offers a wide range of discretionary and means-tested bursaries each year to pupils. The School has a long history of providing financial assistance to pupils and their families. Prospective pupils and their parents who are interested in applying for a bursary should initially contact the Headmistress for a confidential discussion.

Bursaries may also be provided to parents who need financial support at other times during their daughter's period at the School. This may occur due to redundancy, long-term illness or other personal reasons. Bursaries are awarded at the discretion of the Headmistress and Bursar, who manage and coordinate the process. Parents seeking a bursary are required to complete an application form (available from the Admissions Team) that seeks to establish the financial circumstances of the household. This form must be accompanied by full documentary evidence. No submission will be considered unless accompanied by satisfactory proof of income, expenditure and assets.

### **Confidentiality**

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. Pupils will not be made aware that they benefit from a bursary unless informed by their parents.