

The Mill Hill School Foundation

**Walker House, Millers Close, The Ridgeway, Mill Hill,
London NW7 1AQ**

Mill Hill School

Belmont, Mill Hill Preparatory School

Grimsdell, Mill Hill Pre-Preparatory School

The Mount, Mill Hill International

Bursary Award Policy and Procedure

Effective September 2015

The Mill Hill School Foundation Bursary Award Policy and Procedure

BURSARIES

1 Introduction

The Mill Hill School Foundation (the “Foundation”) aims to provide excellence in education, to support pupils in the passage from childhood towards adulthood and develop in every pupil self-discipline, responsibility, spiritual and moral values, leading to the highest possible standards of behaviour, consideration for others, pride in oneself and in one’s achievements.

To this end the Foundation is committed to broadening access to Mill Hill School and Belmont Mill Hill Preparatory School [the ‘Schools’] by offering to eligible Parents and/or those who have Parental responsibility (i.e. legal responsibility) for a child at the Foundation [the ‘Parents’] financial assistance with the payment of schools fees. Such assistance is known as a Bursary and may be awarded in the form of annual financial assistance of up to 100% on school fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

School fees do not include the Registration Fee, Acceptance Deposit or any extras except for those stipulated when the award is made. In exceptional circumstances additional assistance may be provided to help Parents meet the other costs of a child’s education at the Foundation, such as the Acceptance Deposit and extras.

Bursaries may be made available to Parents of children entering Year 7 (11+) and, in exceptional circumstances Year 3 (7+), of Belmont Mill Hill Preparatory School and Year 9 (13+), Year 10 (14+) and Year 12 (Sixth Form) of Mill Hill School. (See the relevant Schools’ Admission’s Policies). The Foundation does not offer bursarial support to Parents of pupils at Grimsdell Mill Hill Pre-Preparatory School and The Mount Mill Hill International.

This policy has been authorised by the Court of Governors who are the trustees of the Mill Hill School Foundation [the ‘Charity’]. Its status is advisory only. It is addressed to prospective and current Parents and pupils and to all members of the teaching and administration staff. The Policy, together with all ancillary documentation, is made available to all prospective and current Parents on request.

The Policy contains an overview of the Bursary Scheme currently in operation at Mill Hill School and Belmont School and details of the procedure for applications and awards.

A Bursary Award is subject to the Foundation’s ability to fund such awards within the limited financial resources available to it and not every eligible application for a bursary will necessarily be successful.

2 Bursary Awards

2.1 Aims of the Foundation Bursary Award Policy [‘the Policy’].

The aims of the Policy are as follows:

- to ensure compliance with the Foundation’s charitable purposes;
- to admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the Foundation community. The Foundation will only admit a child who has met the academic criteria in accordance with the Foundation Admissions Policy;
- to offer children of Parents eligible for means-tested financial support as a consequence of financial, compassionate or other pertinent circumstances, the opportunity to benefit from a Foundation education through the provision of bursarial support;
- to broaden access to a Foundation education to children of the highest educational calibre;
- to ensure that all applicant families for bursarial support are considered equitably and consistently;
- to ensure that no applicant family for bursarial support is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.

2.2 Scale of Awards and Annual Review.

Bursary awards are subject to an evaluation and review by the Bursar of Parental financial circumstances each year and may be varied upwards or downwards, depending on individual Parents’ circumstances (e.g. their savings, investments, assets and liabilities, as well as their income, the size of their family, any other persons dependent upon them and like factors), as well as compassionate or other pertinent considerations. The annual review will also take into account any changes in fee costs.

Bursaries are awarded at the discretion of the Governors on the recommendation of the Bursary Committee. The Head of the relevant School and the Bursar are responsible for the management and coordination of the process.

Recommendations to the Governors are made after applications have been considered by the Bursary Committee which comprises:

- The Headmaster of Mill Hill School
- The Head of Belmont
- The Bursar

2.3 Categories of Requests for a Bursary Award.

- Admission Bursaries: New entrants to the Schools, where a place has been offered but Parents are unable to fully fund the School fees themselves.
- Hardship or Emergency Bursaries: The Foundation recognises that each family's financial circumstances may alter during a child's time at the Foundation because of sudden, unforeseen need or where a change in Parents' circumstances has resulted in significant difficulty in meeting School fees with the result that the child is likely to be withdrawn part way through a stage of education.

2.4 Pre-testing applications for children in Year 6 or Year 7 for entry in Year 9 to Mill Hill School.

The Foundation offers a pre-testing application for children in Years 6 and 7 for admission and entry in Year 9 to Mill Hill School. Please contact the Mill Hill School Admissions Office for information and guidance on the pre-testing application procedures.

Admission Bursaries: A parent who wishes to apply for an Admission Bursary when their child is applying for entry to Mill Hill School through the pre-testing application procedure is required to follow the relevant guidance set out below in Clause 3: Eligibility and procedure for applications.

An offer of a pre-testing application bursary for Year 9 made to a child in Year 6 or Year 7 will be provisional only and subject to a re-assessment of the family financial circumstances in the Autumn of Year 8.

3 Eligibility and procedure for applications

3.1 Step One: Confidential Statement of Financial Circumstances in support of an Application for a Bursary.

All Parents, whether seeking an Admission Bursary or a Hardship or Emergency Bursary, are required to complete a Confidential Statement of Financial Circumstances in support of an Application for a Grant (the 'Form') that seeks to establish the financial circumstances of the fee payer(s). The Form, requests details of both Parents' income, outgoings, assets and liabilities. The Form will be provided on written request to the Head of the relevant School or the Bursar. This Form must be completed accurately and in full and must be accompanied by full supporting documentary evidence. Incomplete Forms will be returned and not considered until completed in full. The initial determination of qualification for a bursary will be dependent on the financial circumstances of the applicant(s). The Schools need this information so that they may assess those families with the greatest financial needs and consult with Parents about the financial commitment which the family can reasonably make to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

In exceptional circumstances and with the written agreement of the Head or the Bursar, late applications will be considered in accordance with the procedure

described in this Policy and will be subject to the School's ability to fund these within the context of availability of funds.

Admission Bursaries: Parents who apply for an Admission Bursary must return the completed Form, together with the necessary documentary evidence, to the Bursar no later than the **30 November** for bursaries to start in the September of the following year. The Form must be accompanied by a completed Registration Form for admission and entry to the relevant School for each child for whom the family is seeking bursarial support together with payment of the non-returnable registration fee in accordance with the relevant School's Admission Policy.

Pre-testing applications for children in Year 6 or Year 7 for entry to Mill Hill School in Year 9 must return the Form, together with the necessary supporting documentation, to the Headmaster with the completed Registration Form for admission and entry to Mill Hill School for each child for whom the family is seeking bursarial support together with payment of the non-returnable registration fee in accordance with Mill Hill School's Admission Policy.

Hardship or Emergency Bursaries: Parents with one or more children at the School whose financial circumstances suddenly change may apply for a bursary to the Head of that School explaining their situation and completing a Bursary Form. The Form will be provided on written request to the Head of the relevant School or the Bursar.

3.2 Step Two. Assessment of Suitability.

The Head of the relevant School and the Foundation Bursary Committee assess all applications in order to establish the likely level of support which will be required in order to allow the child to attend or remain at the School. The Foundation Bursary Committee will consider a number of factors when making the judgement as to the justification for financial support, and the extent of such financial support. In the main, the child's suitability for, and likely contribution to, the School is the first consideration in granting support.

3.2.1 Admission Bursaries

Each child for whom an Admissions Bursary application has been made will be assessed for suitability for entry to the relevant School in accordance with that School's Admission Policy and procedures. In assessing a child's suitability for an award, attention will be given to the academic assessment result of each applicant, but potential will be considered as well as actual achievement. Bursary funds are limited and priority will be given to those who, in the view of the Foundation Bursary Committee, are most likely to make an outstanding contribution to the academic or extra-curricular life of the School. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make very strong academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from extensive participation in the wider, extra-curricular activities on offer at the School. In normal circumstances, each applicant for financial support should at the very minimum meet the School's normal academic requirements. The confidential reference received from the child's Head Teacher and previous school reports will be consulted for evidence of good behaviour.

It is recognised that, in addition to academic ability, the potential to contribute to and benefit from the ethos and activities of the school and financial constraints, there may be other circumstances which could be considered, these might include:

- Where a child has siblings at the School.
- Where the social needs of the child are relevant.

The School will not consider an application for a bursary unless the child for whom the family is seeking bursarial assistance is registered for admission and entry to the School.

3.2.2 Hardship or Emergency Bursaries

Hardship or Emergency Bursary applications will be assessed by the Head of the relevant School and the Foundation Bursary Committee who will consider a number of factors when making the judgement as to the justification for financial support, and the extent of such financial support to be offered, if any. In the main, the opinion of the Head as to the pupil's academic ability and potential to contribute to and benefit from the ethos and activities of the School are the first considerations in granting support. Other circumstances which may be considered include:

- Where a Parent is terminally ill or is unable to secure permanent employment due to poor health.
- Where the separation of the Parents has resulted in the child having to be withdrawn from the School.

Each pupil to whom support is offered will be expected to make very strong academic progress, develop the quality of his or her work, and participate extensively in and contribute to the School community.

3.2.3 Interviews

An applicant family considered by the School to be a potential candidate for either an Admission Bursary or a Hardship or Emergency Bursary award may be invited to attend an Interview (the 'Interview') with the Head of the relevant School and/or the Bursar at which time their bursary application will be discussed in more detail. This may involve the Bursar or his representative and may include the representative of a specialist company appointed by the Foundation for this purpose, visiting the Parents' home to ensure the information has been correctly presented and interpreted and that the basis of the financial assessment is fair.

3.3 Step Three. The Procedure for determining awards.

The Bursary Committee will consider the joint recommendation of the Bursar and the Head and will then make their agreed recommendations to the Court of Governors' Finance Committee.

3.3.1 Admission Bursaries: An offer of a bursary is conditional on the offer of a place at the Foundation which is subject to the successful completion of the Admission Procedures which are set out in the relevant School's Admission Policy. The Parents are advised

whether their child is to be offered a place at the School and of the Bursary offer, if any. Parents are then required to sign the appropriate documentation for the acceptance of a place at the school and the bursary including their agreement to any conditions relating to the bursary.

Parents who have made a pre-testing application for admission and entry to Year 9 at Mill Hill School for their child will be advised whether the child is to be offered a place. Those who have been offered a place and who have applied for an Admissions Bursary under the pre-testing application procedure will be advised one of the following:

- that a provisional bursary is being offered,
or
- that the School is not able at this time to confirm that a bursary will be available
or
- that no bursary is being offered.

The offer of a pre-testing application provisional bursary will be subject to a further assessment of the family's financial circumstances in Autumn of Year 8 when a new completed Form, together with the necessary documentary evidence, must be returned to the Bursar no later than the **30 November** for bursaries to start in the September of the following year. Following this further assessment the final sum being awarded will be confirmed. If the School advises that a bursary is not being offered or is not able to confirm at the time of the offer of a place at the School that a bursary will be available for the child at Year 9 entry then the parent will be invited to re-apply for an Admissions Bursary in the Autumn of Year 8. A re-application for an Admissions Bursary will not be considered a pre-testing process application and should follow the application procedure for Admission Bursaries as stated in Clause 3 of this Policy.

The Foundation expects that a pupil in receipt of an Admission Bursary award will, subject to conduct and academic attainments and contribution to the School community, progress through the Foundation and complete the Upper Sixth Year at Mill Hill School.

- 3.3.2 Hardship or Emergency Bursaries: Such awards are at the discretion of the Governors and are subject to the availability of funding and, even where the basic conditions set out in this Policy are met, cannot be guaranteed. The Parents are advised whether their child is to be offered a Bursary award, if any, and any conditions relating to the bursary.

Hardship or Emergency Bursaries may be awarded on a termly or annual basis, or to help with a one-off cost, such as a school trip.

4 Financial Limitations

Only in the most exceptional cases will a bursary award be made to a family who have significant net assets (e.g. in the form of property equity or investments). In cases where families have significant net assets but little or no income the Foundation is

more likely to consider requests for deferred payment arrangements rather than a bursary award.

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 and comprehensively considered and so, as well as current earnings, other factors which will be considered in determining the appropriate level of award will include:

- The ability to improve the financial position or earning power of the family.
- 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 Foundation's bursary award will take into account all these outgoings.
- Acknowledging that others might have a different view, the Foundation considers that the following examples may not be consistent with the receipt of a bursary:
 - Frequent or expensive holidays.
 - New or luxury cars.
 - Investment in significant home improvements.
 - Second property/land holdings.

5 Annual Review

All bursary awards are subject to a review of Parental means each year and may be varied upwards or downwards depending on Parental circumstances. Current bursary holders will be issued with further means-testing forms at the beginning of January each year for return by the end of the month.

For those previously in receipt of bursaries, the Head and Bursar, in making their joint recommendation to the Foundation Bursary Committee have the discretion to recommend a reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the Parents have failed to support the School, for example by the late payment of any contribution they are making to the fees. Any changes in a family's financial circumstances will be taken into account and may result in the reduction of the amount of a bursary award or the removal of a bursary award. The determination of a bursary award is at the discretion of the Governors.

6 Applications by Bursary Award holders for additional financial support during the academic year for remission of additional charges incurred at the School

a. Bursary award (including Scholarship award/s) of 100% fee remission

Bursary award holders whose awards (including Scholarship awards) provide a total of 100% fee remission will not be charged for those items we consider would normally be incurred by a pupil at the School which may include such charges as the Subscription for the Sixth Form (including surcharge) and the Old Millhillians Club; his or her House events when the pupil is expected to attend; School and House Awards; public examination fees and Morrisby careers test fees; the course finder and UCAS convention charges.

In addition, no charges will be made for School events which the pupil is required to attend, such as a curriculum course or field trips. School sports trips where the pupil is an essential member of the team and CCF camp. No charge will be made for CCF kit unless kit is lost or not returned. However, Parents are expected to provide sports kit that is not supplied as part of the subsidised school uniform.

Those pupils whose 100% fee remission includes the awarding of a Music Scholarship will not be charged for the hire of a musical instrument, where it is their main instrument or an additional one agreed by the Director of Music, nor for music examination fees. For those pupils at Belmont who have 100% fee remission and will be required to use the Late Room whilst waiting for the bus at the end of the school day, then there will be no charge for the Late Room.

b. Other bursary awards (including Scholarship award/s) of less than 100% fee remission

The Bursary Committee will consider applications to assist Parents in receipt of a bursary award to meet the cost of School trips or other remission of charges on an individual basis. Any such application should be made in writing to the Head of the School as soon as possible before the trip or event or charge is incurred, and ideally before the start of the term in which the charge is to be made. The determination of any additional financial support will be subject to the individual circumstances and is intended to be a contribution to the total cost or charge. Any support offered is at the discretion of the Governors following recommendation from the Bursary Committee and subject to the availability of funding and cannot be guaranteed. All applicants for additional financial support will be expected to contribute to the cost of the trip or other charge on which relief is sought.

All bursary awards of additional assistance shall be subject to review in accordance with the conditions of award provided in the letter of offer.

7 Confidentiality

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

8 Retention of Financial Information

The Foundation will:

- store Financial Information and other confidential documents provided by an applicant family in locked, non portable storage containers, access to which will be restricted to *those members of the Foundation entitled to see it as part of their duties*;
- retain all relevant financial Information and associated correspondence in accordance with the guidance for the retention of pupil records and the Data Protection Act.

10 Other Sources of Bursary Assistance

In addition to the School's own bursary funds, 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. The Foundation encourages Parents 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:

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