



S. Anselm's School

Policy and Guidelines for Assisted Places

INTRODUCTION

Our History

S. Anselm's School (the School) has a proud tradition of offering Assisted Places to families who would ordinarily prioritise their childrens' education over other discretionary expenditure but are unable to do so for a variety of reasons, almost always because of financial circumstances. The School has a limited number of Assisted Places available each year and which can be of any value. In exceptional circumstances, they can be up to the full amount of the fees. The demand for Assisted Places is generally oversubscribed however, so we operate a system for those who wish to apply based on three guiding principles:

- Transparency
- Equality
- Consistency

Awareness

The School provides information to make prospective parents aware of the possibility of securing an Assisted Place in various ways including, *inter alia*:

- The School Website
- Open Days and other visits
- Other media such as social media or by way of advertisement

Extras

Assisted Places apply to tuition and boarding fees (where applicable) only. All Extras such as trips, flexi boarding, books or music lessons must be paid for in full and in accordance with the Terms and Conditions of the School.

APPLICATION PROCESS

Step 1

For your son or daughter to be considered for an Assisted Place, you will need to complete a detailed Financial Circumstances Form which must be submitted to the Bursar in our Assisted Places Application Window. For September joiners, this window opens on the first day of the Summer Term in the previous academic year and closes fourteen days after the start of the Lent Term of that same academic year. Submitting an early application in the window is helpful to S. Anselm's from an administrative point of view although it does not confer any advantage to the applicant.

S. Anselm's accepts applications for Assisted Places outside of the Assisted Places Application Window but as Assisted Places are ordinarily oversubscribed, we cannot guarantee that we will be able to offer any form of Assisted Place outside of our usual application and assessment process.

Step 2

The School's objective is to establish the likely level of support needed for your son or daughter to attend S. Anselm's. An independent assessment of the prospective parents' financial circumstances (including a home visit) will be carried out by an independent third party who will advise the School's Assisted Places Committee of the outcome of the assessment. An in-depth financial assessment will be carried out as part of the application and assessment process.

Step 3

The Assisted Places Committee will consider all applications and once complete, will notify all applicants no later than two weeks before the end of the Lent Term. The Assisted Places Committee comprises the Headmaster, the Bursar and one of the Independent Governors of the School.

Those applicants who are successful in securing an Assisted Place will be asked to sign an acceptance letter which will include agreement to the ***Conditions of an Assisted Place Award*** attached as Appendix A to these notes.

For the current Term Dates of the School, please see the School website.

CRITERIA FOR AWARD

Overall approach

The Assisted Places Committee considers a wide range of factors when assessing an application for an Assisted Place including the child's suitability for an education at S. Anselm's. The Assisted Places Committee makes a decision based on these factors (which may change from time to time) as well as a judgement based on the justification for financial support and the extent of such support.

The Budget of the School

Each Application is assessed on its own merits and awards are made accordingly, though always subject to the School's ability to fund all Assisted Places (including taking into account those it may have made in the past and which are still extant) within the context of the School's overall budget.

Family expenditure priorities

Some families have made financial decisions that mean that although their annual income is low, employment through a family owned business for instance or sophisticated financial planning means they are still able to enjoy a very comfortable lifestyle with benefits such as expensive holidays and / or luxury cars. Whilst we acknowledge that there are different viewpoints on these matters, nonetheless the financial circumstances assessment we carry out will look at all these aspects and will incorporate a home visit to the applicants. Evidence of a lifestyle that would ordinarily indicate the ability to pay the full fees will be a significant barrier to success in an Assisted Places application.

HM Forces

We welcome Assisted Place applications to the School for children whose parents who are retired or serving members of the Armed Forces. Any offer of an Assisted Place will take this into account along with the rank of the parent(s).

Former Pupils

We welcome Assisted Place applications to the School for children whose parents are former pupils of the school. Any offer of an Assisted Place will take this into account.

ANNUAL REVIEW

All Assisted Places Awards are subject to an annual assessment of parental means. Those families in receipt of Assisted Places will normally be issued with repeat Financial Circumstances forms at the beginning of the Lent Term each year for return by the Half Term holiday in the Lent Term. This Financial Circumstances Form will be assessed in the same way as it would for a new application and the Assisted Places Committee shall have the right to amend the value of any Assisted Place Award in the light of such review. Where this is the case, the parents shall be notified before the end of the Lent Term and any such alteration to the Award will take effect from the Summer Term after the review.

The Assisted Places Committee shall also have the discretion to recommend to the Governors that an Assisted Place Award be reduced or withdrawn if the pupil's progress, attitude or behaviour has been unsatisfactory and / or where the parents / guardians have failed to meet their obligations such as through the late payment of fees.

GENERAL

Confidentiality

The School respects the confidentiality of an Assisted Place Award and recipient families are expected to do likewise. Any breach of this confidentiality undertaking may be deemed a breach of the ***Conditions of an Assisted Place Award*** (see Appendix A) and in turn may result in the withdrawal of the Award.

Emergency Awards

The School recognises that unforeseen changes in financial or personal circumstances can create difficulty in paying for fees. Financial help may therefore be offered, generally in the form of a short term Award, designed to allow the child to remain at School until a natural break in their education is reached.

Please contact the Bursar for further information with regards to Emergency Awards.

Conditions of an Assisted Place Award

1. **Obligations of the pupil:** A pupil who is a recipient of an Assisted Place Award is required to work hard, contribute positively to the life of the school, be a credit to the School and to set a good example to other pupils.
2. **Obligations of the Parent(s):** The parents are expected to support and encourage the pupil to achieve their obligations and also to uphold the aims and the good name of the School. The parents are required to pay the balance of their account by the first day of the Term.
3. **Annual Pupil Review:** An Assisted Place Award is normally for a number of years which shall be specified when the Award is first made. It is, however, subject to an annual review of satisfactory behaviour and progress.
4. **Withdrawal of the Award:** The Assisted Place Award may be withdrawn by written notice sent to a parent if in the opinion of the Governors, acting in good faith and following recommendation by the Headmaster, the pupil or a parent has not complied with the obligations set out in paragraphs 1 and 2 above or, in the further opinion of the Governors, there has been no significant improvement following consultation with the parent(s) and a written warning. Withdrawal of an Assisted Place Award will take effect from the start of the following Term.

Further, the Assisted Place Award may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to parents.

5. **Annual Financial Review:** An Assisted Place Award is subject to an annual review of financial circumstances and should these change materially from the present position, the Award may be varied or withdrawn.
6. **Terms and Conditions:** These Conditions of an Assisted Place Award take precedence over any of the School's Terms and Conditions that are inconsistent with them but in all other respects the Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.