



Created: October 2021 | Reviewed & approved by Board: October 2021  
Reviewed by: K Howard & P Melbye October 2023 | Next Review: October 2025

## BURSARY POLICY

### 1) Principles for granting and reviewing bursaries:

- We grant bursaries to 10% of our cohort every year.
- The level of support offered is between 30% and 50% of full school fees depending on individual circumstances.
- Bursaries are offered to families who cannot afford full fees. No other criteria are required to qualify.
- If the applicant's household income after tax and benefits exceeds £55,000 they will not be eligible for a bursary. This threshold has been calculated as follows:
  - Average UK household income after taxes and benefits: £32,300 (source: [ONS](#))
  - Additional after tax income required to cover fees incl. ASC:  $£14,769 / 65 \times 100 = £22,722$
  - Income threshold for bursary eligibility:  $£32,300 + £22,722 = \sim £55,000$
- If the number of applications exceeds available bursaries, the school allocates bursaries on a first-come-first-serve basis.
- Active bursaries will be reviewed annually and could be withdrawn if a family's financial circumstances have changed materially.

### 2) Procedure of applying for a Bursary place:

Applicants need to send a letter or email to The School Governors, London Scandinavian School, Curran House, 3 Highbury Crescent., London N5 1RN.

The letter should detail the following:



- The name and birth date of the child the applicant wishes to enrol with London Scandinavian School
- The educational background of the applicant's child (if relevant)
- Why the applicant wishes for their child to attend London Scandinavian School
- The circumstances that limit the applicant's ability to afford full school fees
- Whether this is a temporary circumstance or something the applicant anticipates will continue throughout the period the child would be enrolled with our school
- Any other information the applicant would like the School Governors to consider
- The letter must be signed by a parent or guardian

### 3) Documents required to support Bursary application

Applicants also need to provide documentary evidence of their financial circumstances in the form of:

- bank statements covering a period of three months that show the salaries of all income earning family members.
- copy of one salary payslip or an SA302 (self employment) for each income earning member of the family.

*NB: All documentation provided will be dealt with in the strictest confidence.*

### 4) Offer of Bursary place

- Each Bursary application is reviewed on a case by case basis given the information provided by the applicant.



- A Bursary offer letter will be sent via email from the Headteacher or Chairman confirming the level of support being offered and will also give a time frame within which the Bursary place is valid for.
- Formal acceptance of the bursary place should be made within that time frame
- A deposit of £1000 must then be made by the applicant along with a completed pupil contract to confirm the child's place.
- Bursary places are subject to review should the financial circumstances of the applicant family change.