

The Children's House

Nursery Bursary Guidelines

| This policy should be reviewed annually and as required by legislation. | | |
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| Review | KO | Feb 2020 |
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The Children's House (TCH) Nursery Bursary Guidelines

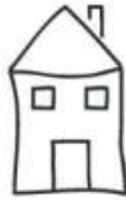
Introduction

TCH is an independent, non-selective and co-educational Nursery and Pre-Preparatory school for children from 2 ½ - 7 years of age organized across two sites in Islington, The Nursery school is for children from aged 2 ½ -4 and it is based at the Elmore Street site. This document provides guidelines for parents with children either in, or considering applying to, TCH Nursery with information on how our nursery bursaries are awarded.

Through the provision of nursery bursaries TCH seeks to promote greater access consistent with the Charity Commission's goals of increased public benefit from the independent school sector. Preference will be given to local children whose educational or developmental needs will, in the opinion of the Headteacher, be particularly advanced through having a nursery place at TCH. The objective of these guidelines is to provide a consistent and understandable process by which parents can determine their eligibility for financial assistance. All bursary applications are means tested.

Eligibility and Procedure

1. All parents and prospective parents of pupils at TCH Nursery are eligible to apply for a nursery bursary. The first point of contact when seeking information and advice on how to apply should be made through the School Administrator. Parents seeking a nursery bursary place should nevertheless register their child(ren) in the usual way with TCH. Once the Headteacher decides that it may be appropriate to offer a child a nursery bursary place at TCH the School Administrator will initiate the means testing procedure. It is important that all the requested information is provided in full otherwise the process can be delayed until complete disclosure is obtained.
2. Once an application is received by the Administrator it will be assessed initially for completeness before being given to an external third-party adjudicator. TCH currently works in cooperation with The Bursary Administration Limited to provide independent objective assessment. The process of assessment may include a home visit to verify the accuracy of the information and circumstances provided in the questionnaire. Failure to agree a home visit or to divulge fully all details will lead to a withholding or withdrawal of an award. All nursery bursary applications are treated in the strictest confidence and pupils and other parents will not be made aware by TCH or its external adjudicator of an application having been received nor of a nursery bursary awarded.
3. Nursery bursaries will be offered in writing by the Headteacher of TCH specifying any conditions of the award and will normally be for an academic year. Parents must return a signed acceptance of offer before it is confirmed. A nursery bursary will normally be renewed for any subsequent school terms where the recipient is of nursery school age provided an application is made and provided that there has been no material change in financial circumstances and the conditions of the original offer of a Bursary continue to be met. TCH reserves the right to request a review of the parents' financial position at any point. Our



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intention is to grant bursaries at the Nursery level only but in exceptional circumstances we may consider an application for a bursary place at the Upper School.

4. TCH is committed to providing the widest possible access to its educational services for children regardless of the financial circumstances of their families. These guidelines have therefore been adopted by the TCH Council of Management to ensure fairness, transparency and consistency. If a parent or prospective parent feels that he or she has not been dealt with in this manner or should they wish to appeal their application they can write to the Trustee responsible for Bursaries at the address below clearly the reason for their appeal. The Trustee will review the entire application process with the Board and the Board's decision will be communicated in writing as soon as reasonably practicable.

Bursary Trustee c/o School Administrator, The Children's House 77 Elmore Street London N1 3AQ

These Guidelines were reviewed, amended and agreed by the Council of Management in February 2020 and will be reviewed again in one year's time.

Agreed by Dawn Brindle, Chair of the Council of Management