



# FOREST SCHOOL

## ASSISTED PLACES POLICY

**v1.0**

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## Introduction

- 1) This policy has been authorised by the Governors of Forest School in furtherance of the Charity's public benefit policy.
- 2) This policy contains an overview of the Assisted Places Scheme in operation at Forest School and, provides details of the procedure for applications to and awards made under the Scheme.
- 3) The School is committed to providing a first-class education to eligible boys and girls from a broad social and financial background by offering eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as an Assisted Place and will be awarded in the form of a 100% remission on school fees.
- 4) An Assisted Place is distinct from scholarships and bursaries offered in conjunction with scholarships. An Assisted Place is a means-tested award and candidates are required to pass the entrance exam to be eligible – i.e. a scholarship award is not necessary.
- 5) Due to the limited financial resources of the School, not every eligible application for an 11+ Assisted Place will be successful. *Assisted Places will be awarded based on a financial assessment and granted according to those who have the greatest financial need. The School's decision is final and there is no right to appeal.*

This policy should be read in conjunction with:

[Admissions Policy](#)

[Equal Opportunities Policy](#)

## Eligibility

- 1) Once the School's financial assessment criteria have been met, places are awarded based on performance in the entrance exam, school reports and interview.
- 2) A published scale of income bands is used to determine the 100% assisted place award with reference to parents' Relevant Income. Relevant Income is based on parents' gross income, benefits, allowances and any other form of income, from all sources and is calculated from the information provided on the Means-testing Form and from information obtained by the School during the review of the application. The income bands can be found on our website. In addition to Relevant Income, the School will also take into consideration savings, investments and assets when determining eligibility for the award.
- 3) It is recognised that judgements about what sacrifices a family should make to pay School fees will be personal. However, the School have a duty to ensure that its limited charitable resources are directed towards the most deserving cases and for this reason an 11+ Assisted Place is not intended to support families that, with reasonable financial and personal sacrifices, could have otherwise afforded paying the full fee. Family finances with the following characteristics would not normally be considered eligible for an Assisted Place:
  - Opportunities to release capital. For example, significant capital savings, retained profits in a business and investments would be expected to be used for the payment of School fees, as would equity value in houses
  - Proven ability to borrow, where families have been able to secure additional mortgages on buy-to-let properties

- In cases of separation, any significant contributions made by the absent parent
- Contributions to income costs and school fees by other, wider family members, any adults unrelated to the child or by outside sources
- Other indicators of wealth, for example:
  - Frequent or expensive holidays
  - New or luxury cars
  - Investment in significant home improvements
  - A second property/land holdings

## **Terms of 11+ Assisted Place Provision**

- 1) The School reserve the right to make or alter its overall 11+ Assisted Place scheme from time to time in the light of its changing financial or other circumstances.
- 2) Any terms on which an 11+ Assisted Place is made to an individual will be set out as part of the offer of a place and will generally continue for the child's duration at the School subject to annual review (see below).
- 3) 11+ Assisted Place awards are reviewed annually (see below) to take account of changes in parental circumstances.
- 4) The Warden's decision is final in awarding an 11+ Assisted Place. The Bursars decision is final in determining eligibility for the scheme and in assessing fees payable.
- 5) Free School lunches are provided to all pupils at Forest School.
- 6) Assisted Place candidates will also receive financial assistance with additional expenses such as travel, uniform and exam fees. This will consist of the following;
  - A £300 annual uniform grant is provided.
  - Travel to and from School is free if the Forest Home to School Bus Service used. The current routes can be seen via the Forest School website.
  - A £200 one-off grant for a suitable laptop/device is provided.
  - All exam fees are paid for by the School.

## **Confidentiality**

The School respects the confidentiality of 11+ Assisted Place awards to families and recipients are expected to do likewise.

## **Applications**

Applications for financial support fall into two categories: new applicants and existing awards which are reassessed on an annual basis.

## **New applicants**

Means-tested 11+ Assisted Places are only available for new applicants at 11+ at the School, all awards are conditional on:

- Full disclosure of information requested within the timescales given. A considerable amount of personal information will be required as well as documentary evidence (this may include pay slips, P60, HMRC self-assessment documents, pension income proof, share dividend vouchers and bank interest, bank statements, proof of residence including council tax bills

- etc.)
- The School satisfying itself that the information given is accurate. The School may seek objective third-party confirmation of a family's financial circumstances (including from a credit reference agency).
  - A home visit from the School or its agents if the School deems this appropriate.

The School will not proceed with an application from anyone giving misleading, inaccurate or incomplete information.

## **Existing Awards - Annual reassessment**

- 1) Once awarded, the 11+ Assisted Place normally applies for the duration of a pupil's School career.  
However, as a condition of the award, parents/guardians of 11+ Assisted Place award holders will be required each year to complete a means-testing form for return by the date indicated together with all supporting documents, as requested. The same conditions apply as above.  
Continuation of the 11+ Assisted Place is conditional upon:
  - Full disclosure of information requested within the timescales given
  - The School satisfying itself that the information given is accurate. The School may seek objective third-party confirmation of a family's financial circumstances (including from a credit reference agency).
  - A home visit from the School or its agents if the School deems this appropriate.
- 2) The School reserves the right to withdraw an 11+ Assisted Place from anyone giving misleading, inaccurate or incomplete information and in such instances the School may require parents/guardians to pay the School the value of all fee remissions and financial assistance previously provided under the scheme.
- 3) In addition, the Warden also has the discretion to recommend the withdrawal of an award where a pupil's progress, attitude or behaviour has been unsatisfactory.

## **The Application Process at 11+**

If an applicant wishes to apply for an Assisted Place the following steps need to be followed:

### **Step 1**

Applicants will be required to complete the online 11+ Assisted Place Application Form (Form 1), which is available on the School's website. This seeks outline financial information and no supporting financial documentation is required at this stage. The deadline for the completion of this form is 2 weeks prior to the 11+ registration deadline and must be adhered to.

### **Step 2**

Applicants who have met the financial criteria will be asked to register via our website and the registration fee will be waived for these applicants. Applicants who have not met the financial criteria at this stage will have the opportunity to apply for a full fee-paying place, scholarship and/or bursary in conjunction with a scholarship and will be required to register and pay the full registration fee for their child's application to proceed.

### **Step 3**

After registration, which must be completed by the publicised deadline, parents will be asked to complete a more detailed Statement of Financial Circumstances form (Form 2) for the tax year then current. At this stage copies of documents are required to support the application.

#### Step 4

If the applicant is successful in their financial application, entrance exam and are offered a place at the School, the award will be subject to an annual means-test review. Parents of Assisted Place award holders will not be required to pay the £950 deposit when submitting the Acceptance Form.

Forms and supporting documents should always be returned by the due dates given as delayed 11+ Assisted Place applications cannot be processed, and you may then potentially forfeit an 11+ Assisted Place – Applications for the 11+ Assisted Place at the School are highly competitive.

In line with GDP regulations, supporting documents for candidates not considered and candidates that have not accepted their bursary offer are returned to parents or destroyed as confidential waste, once the admissions process has concluded.

This policy will be held on the Schools website.

## 11+ Assisted place: Conditions of Award

- 1 **Grant of the award:** An award is granted at the sole discretion of The School. The School's decision is final and there is no right to appeal.
- 2 **Obligations of the Pupil:** The Pupil who is the subject of an award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. The Pupil must adhere to the School's required standards of conduct and progress.
- 3 **Obligations of the Parents:** The Parents are required to support and encourage their child.
- 4 **Means tested awards:** All means tested awards will be subject to annual review and the Parents shall each year be required to complete a financial means testing form. After any annual review, the School reserves the right to vary the value of the award or withdraw it with immediate effect and will confirm the new value of the award in writing to the Parents.
- 5 **Continuation of the award:** Continuation of the award is dependent upon the Parents satisfying the School's financial requirements each year.
- 6 **Confidentiality:** The value and terms and conditions of the award shall remain confidential to the Parents and the Pupil and the School.
- 7 **Termination of the award:** The award may be terminated on the following grounds:
  - 7.1 **Termination on financial grounds:** The School may terminate the award with effect from the following school term if, in the opinion of the School Governors acting in good faith, the Parents have not satisfied the School's financial requirements under clause 4 and 5.

The termination shall take effect from the date set out in the written notice;
  - 7.2 **Termination on the grounds of conduct:** The School may terminate the award by written notice sent to the Parents with immediate effect if, in the opinion of the School Governors acting in good faith, one or more of the following conditions has been fulfilled:
    - 7.2.1 The Pupil has not complied with the obligations set out in clause 2 and in the further opinion of the Governors there has been no significant improvement following consultation with the Parents and/or the Pupil and the issue of a written warning; or
    - 7.2.2 The Parents have not complied with the obligations set out in clause 3; or
    - 7.2.3 The Parents of the Pupil do not keep the value and terms and conditions of the award confidential in accordance with clause 6; or
    - 7.2.4 The Parents withdraw the Pupil from the School without providing proper Notice;
  - 7.3 **Repayment of the award:** The Parents will be required to repay all or part of the benefits received under the award if it is terminated in any of the following circumstances:
    - 7.3.1 Under clause 7.1 if the Parents have knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable; or

7.3.2 Under clause 7.2.1 if the Pupil has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be Permanent Exclusion or required Removal, up to three Terms' benefits (if received) may be repayable.

- 8 **Cancellation and Withdrawal:** Parents may cancel or withdraw from the Assisted Place by providing at least one term's written notice to the School.
- 9 **Conditions of Award:** These Conditions of Award take precedence over any of the School's *Terms and Conditions* which are inconsistent with them but in all other respects the School's *Terms and Conditions* as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.