

## **Bradford Grammar School**

### **BGS Fee Assistance Guidance (Assisted Places Awards)**

**This guidance applies to the whole School and is published to prospective parents, pupils and staff.  
Updated 2 August 2022**



### **General principles**

Bradford Grammar School (BGS or the School) provides financial support to academically talented children from lower income households through its means tested fee assistance (Assisted Places Award) programme. In an average year the School will spend approximately £850,000 supporting around 100 pupils with means tested assistance. Assistance is provided to new pupils entering BGS at Year 7 and Year 12 (Lower Sixth). Approximately 10, external Year 7 pupils and 5, new, external Year 12 pupils receive assistance annually.

The School's resources are finite and a large part of the BGS funds for fee assistance come from donors and other charities who give monies specifically to help pupils from lower income families. Therefore, the School has to apply strict academic and financial criteria when making an Award. This means that demand can often outstrip the funding available. Typically there can be up to 10 applicants for each Assisted Place offered at Year 7 and up to 5 applicants for each place offered at Year 12.

Once an Assisted Places Award has been made, students will be expected to meet the high standards that are expected from all pupils at Bradford Grammar School by making excellent academic progress, modelling exemplary behaviour and actively participating and positively contributing to all aspects of school life. If a pupil's academic or behavioural record presents a cause for concern, discussions will take place between the School and the family to discuss whether continuation of the APA is appropriate. The APA will continue into the sixth form if the pupil is meeting school expectations and achieves the required grades to continue studies at BGS.

The School will conduct an annual financial review of parents' finances each spring for the following academic year. If a family's financial circumstances materially improve then the School reserves the right to reconsider the size of the Award and it may be that the Assisted Places Award could reduce.

Please note that it is very unlikely that the School will make an Award to cover 100% of the annual School fee. In addition there are no Awards available for Junior School pupils or for those transferring internally from Year 6 to Year 7 (i.e. graduating to Senior School from Clock House).

## Eligible Pupils

- External candidates joining BGS Senior School at Year 7 and Year 12
- Assistance is not available for overseas students
- Pupils and their parents must be UK resident and either possess a British passport or the relevant documentation to support their residency in the UK.
- Pupils must be in the correct English national curriculum year for their age

An Assisted Places Award may only be made if the following two criteria are met:

- The applicant must be of exceptional academic ability as demonstrated by their performance in both the Assisted Places Additional Assessment and Entrance Examination at Year 7 or in their GCSE grades at Year 12 (usually by attaining predominantly grades 8/9 (or A\*s) across all subjects)
- The applicant's family meets the financial conditions as broadly laid out within the guidance.

Year 7 applicants must perform exceptionally well in the Assisted Places Additional Assessment (29 November 2022) and the Entrance Examination (week commencing 16 January 2023).

Specimen questions for the Entrance Examination are available upon request. The School does not give out details of the Assisted Places Additional Assessment.

## Financial Criteria

Those children who are successful in the Assisted Places Additional Assessment in November will receive a letter informing them that they may be in line for an Award. Enclosed with this letter will be the Assisted Places Award Financial Assessment form which has to be completed and returned in its entirety by Friday 6 January 2023. All families who receive an Assisted Places Award Financial Assessment form will be requested to provide accurate information and submit various personal financial documentation in support of the figures provided (for example, tax returns, P60's and salary slips; mortgage and bank statements, letters confirming tax credits etc.). Any incomplete Financial Assessment forms or forms received after 6 January will not be considered.

Please note the School will not contact you if any documentation is omitted. It is the responsibility of the applicant's parents to provide all financial information and supporting evidence by the deadline dates set.

Upon receipt of the fully completed Assisted Places Financial Assessment form and supporting documentation, candidates will then be invited to sit the Entrance Exam during the week commencing 16 January 2023. Potential Assisted Places Awards candidates will not progress to the next step until the scores of the Assisted Places Additional Assessment and Year 7 Entrance Exam have been added together. The total of these two tests will determine which candidates will progress to the next step and our decision at that time will be final.

If the candidate meets the academic requirements from the test results of both the Assisted Places Additional Assessment and the Entrance Exam, the completed Assisted Places Financial Assessment form and supporting documentation will be reviewed. BGS will then contact families to inform them if they are eligible to progress to the next assessment step, which is a home visit. For eligible families, a member of the School's Finance team, on behalf of the Bursar, will arrange an appointment for a home visit when a more detailed discussion will take place. Following the home visit a report will be submitted to the School's Assisted Places Awards Panel who will make a decision on which families will be offered an Assisted Places Award and its percentage value.

All household income, assets and liabilities will be considered. As an indication, households with gross income in excess of £72,000 pa will not qualify for an Assisted Places Award. Awards will be made on a sliding scale according to the family's financial circumstances at the time of the application. The School very rarely makes Awards of 100% and would expect families to make some financial contribution towards the fees.

In gross household income, the School will include savings interest, dividends from investments, rent from other properties, child benefit and tax credits, pensions and any perceived contributions from extended family members to household expenses. Any non-taxed income will be 'grossed' up to a pre-tax income equivalent so as not to prejudice working families who are on low incomes.

We will also take into account other factors as well as gross income. For example, the Award percentage based on gross income alone would be reduced where:

- There is significant equity in the family home – generally by 10% for every £10,000 worth of equity.
- There is opportunity to release capital in savings, investments, or second properties.
- There are two parents and only one parent works (unless prevented from doing so through incapacity, the need to care for dependents or through the requirements of their partner's work commitments).
- It is believed that the family has a lifestyle that could be sacrificed to fund school fees – for example by taking multiple or expensive holidays, owning luxury cars or other possessions, by investing in significant home improvements, supporting an older child through university or by paying school fees for another child/other children at an independent school(s).
- Support from other family members might be forthcoming.

Please note there is no appeals procedure as it is the responsibility of all families to provide true and accurate information throughout the process. Any false or inaccurate information could result in the withdrawal or reduction of an Award.

Financial reviews will be conducted annually and parents will be expected to complete an Assisted Places Award Financial Assessment form each spring. Improvements in financial circumstances could result in a lower Award in subsequent years.

Finally, all parents are expected to keep their fee and extras accounts up to date. Failure to do this could result in the loss of the Award in subsequent years. Extras will include the costs of school lunches and other possible items.

## Year 7 BGS Assisted Places Award applications – How to Apply

All online applications to sit the Assisted Places Additional Assessment must be submitted by Monday 21 November 2022. Any applications for financial support received after this date will not be considered.

Applicants will take an Assisted Places Additional Assessment on Tuesday 29 November 2022 (please note that there are no specimen questions available for this assessment). Those candidates who finish in the top section of this initial assessment will be informed by letter and will automatically go forward to sit the Year 7 Entrance Exam to be held during the week commencing 16 January 2023. Included with the letter to successful candidates will be the Assisted Places Award Financial Assessment form. This form must be completed in its entirety and returned with **ALL** supporting documentation by Friday 6 January 2023 at the very latest. Please note that any forms or supporting documentation received after this date will not be considered.

Those children who did not qualify following the December assessment will be informed and given the option of sitting the Year 7 Entrance Examination for a full fee place.

After the combined scores of the Assisted Places Additional Assessment and Entrance Examination are known and a review of the completed Assisted Places Financial Assessment form has been carried out, the list of potential candidates will be narrowed down again and successful families will be contacted by a member of the School's Finance Team, on behalf of the Bursar, who will arrange a home visit to discuss the financial application. This is likely to be in the weeks commencing 23 January and 30 January 2023. **We must emphasise that a home visit does not guarantee the offer of an Award.**

Offers of a Year 7 BGS Assisted Place Award will be mailed out by 10 February 2023 and the closing date for the receipt of acceptances is Friday 3 March 2023. Any proposed Award will be full and final and not open to further negotiation.

### Important dates for Year 7 Assisted Place applications 2022/2023

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| Online application form                                      | Closing date 21 November 2022  |
| Assisted Places Initial Assessment                           | Tuesday 29 November 2022   |
| Completion and return of the Assessment form (if applicable) | Friday 6 January 2023 (applications received after Financial 6 January will not be considered) |
| Entrance Examination   | Week commencing 16 January 2023  |
| Home visit (if applicable)                                   | Week commencing 23 January and 30 January 2023   |
| Notification of Awards                                       | Posted out by 10 February 2023   |

Please contact the Admissions Manager (01274 553702 or [admissions@bradfordgrammar.com](mailto:admissions@bradfordgrammar.com)) if you need any further details or clarification of any of the points mentioned in this policy.

Your enquiry may then be re-directed to the BGS Finance Team. Please also see the attached Flow Chart.

## **Year 12 BGS Assisted Places Award applications – How to Apply**

Awards are given on a means-tested basis, each case being reviewed annually. The award depends on parental circumstances, demand at the time of entrance and the academic ability of the candidate (candidates looking for an Assisted Places Award will need to gain predominantly grades 8/9 (or A\*) across all subjects to put forward an application to the Assisted Places Awards Panel). Decisions regarding who will receive an Award will be made following receipt of all applicants' results in August. Competition for Awards is fierce and the School will inevitably have to disappoint some students. Applications will be considered on merit following publication of GCSE results on Thursday 24 August 2023.

To begin the process, an online registration form must be completed by 21 April 2023, following which applicants will be forwarded an application form and further details.

Those students wishing to apply for financial assistance will be forwarded an Assisted Places Financial Assessment form in April/May 2022. This form will need to be completed and returned with all supporting documentation by Friday 19 May 2023 at the latest. Late applications will not be considered and there will be no requests for any missing information.

On GCSE results day (Thursday 24 August 2023) candidates should bring a copy of their Statement of Results to the School and speak to the Admissions Manager. Successful candidates' parents will be contacted by a member of the School's Finance team, on behalf of the Bursar, who will arrange a home visit to discuss the financial application (this visit may take place before Results Day). We must emphasise that a home visit does not necessarily guarantee the offer of an award.

Awards are decided by the Assisted Places Awards Panel based upon the outcome of the financial questionnaire and home visit. Offers are then communicated in writing by the School's finance department.

Financial reviews will be conducted annually and parents will be expected to complete a form each spring. Improvements in financial circumstances could result in a lower Award in subsequent years.

Finally, all parents are expected to keep their fee and extras accounts up to date. Failure to do this could result in the loss of the Award in subsequent years.

Please note there is no appeals procedure as it is the responsibility of all families to provide true and accurate information throughout the process. Any false or inaccurate information could result in the withdrawal or reduction of an Award.

Please contact the Admissions Manager (01274 553702 or [admissions@bradfordgrammar.com](mailto:admissions@bradfordgrammar.com)) if you need any further details or clarification of any of the points raised in this policy.

Your enquiry may then be re-directed to the BGS Finance Team.

## **Assisted Places Award terms and conditions**

Parents will be bound by the terms and conditions of the Assisted Places Award that will be sent out with the offer.

Awards may be withdrawn or reduced if there are breaches of any of these terms and conditions; or if it is subsequently believed the facts disclosed in the application were not true or correct; or if in the opinion of the Headmaster the pupil's progress, attitude, attendance or behaviour no longer merits continuation of the Award.

All Awards are subject to an annual financial review. A change in financial circumstances could result in a change to the level of Award. Each spring parents will be asked to complete a new financial assessment in order to means test the Award for the following academic year.

The School reserves the right to ask for another home visit at any time to verify information provided if necessary. This review process may lead to the reduction of an Award if the Assisted Places Awards Panel decides that the family can afford to pay more.

The School reserves the right to review an Award at any time if any relevant information comes to light. In this situation the School reserves the right to recover any Awards inappropriately awarded.

## **Confidentiality**

The School will retain personal financial information about the applicant and their parent until such a time that the application is either successful or rejected.

For applicants that have been rejected, all copy supporting financial documentation will be returned to the applicant's parents and the form retained for a period of up to 12 months.

For successful applicants and ongoing parents in receipt of financial assistance, the School will retain the original forms and personal financial information until such a time that the Award either ceases or the pupil leaves the school. It will however return all copy documentation sent to support the figures on the form (for example, mortgage statements, bank statements, salary slips, tax returns, benefits and tax credit letters) after that year's Award has been decided.

**If an APA is awarded, the details of the Award must be kept confidential by the parents and the pupil. The school reserves the right to withdraw an Assisted Places Award if there is any breach of this confidentiality condition.**

Please contact the Admissions Manager (01274 553702 or [admissions@bradfordgrammar.com](mailto:admissions@bradfordgrammar.com)) if you need any further details or clarification of any of the points mentioned in this policy. Your enquiry may then be re-directed to the BGS Finance Team.

We take your privacy seriously. A copy of the School's Privacy Policy is available on our website <https://www.bradfordgrammar.com/privacynotice/>

# Year 7 Assisted Places Award (APA) application process

