



ASSISTED PLACES POLICY

ASSISTED PLACES AT GUILDFORD HIGH SCHOOL

Guildford High School (GHS) aims to offer places to deserving candidates irrespective of financial circumstance. Assisted places are available to pupils joining Year 7 and are usually tenable until the end of Year 11. Assisted places are reviewed annually.

Awards are available to candidates who satisfy the entrance criteria but whose family income does not allow them to be able to afford to pay full school fees. 100% funded places and several smaller awards can be awarded each year. Allowances may also be made for lunches, uniform, essential trips and travel.

All awards are made at the discretion of the School and the School may choose to vary the level or number of awards made in any given year. In allocating funds, the needs of those already in school will be balanced against those needing an assisted place in order to enter. The School is only able to distribute funds it has available and whilst applicants may qualify to be considered for funding, a lack of funds may mean that no award can be made. The family of an assisted place recipient will have their income assessed annually. Changes in the level of family income may result in a change to the value of the award made by the School. As part of the assisted place terms and conditions, families in receipt of an assisted place are required to notify the School of any material change in circumstance.

To be considered for a larger award, it is expected that a total family income would be £65,000 or less and no capital assets would be owned other than the family home. Lower value awards will be also considered on a sliding scale dependent on family income and assets.

GHS reserves the right to amend the way in which awards are assessed.

ELIGIBILITY

INDIVIDUAL SUITABILITY

As part of the entrance process, all applicants (including those applying for assisted places) will complete the entrance assessment and be interviewed by a member of GHS staff. A report is also requested from the pupil's current school. We will consider whether the applicant is likely to thrive

at GHS and make the most of all the opportunities (including extra-curricular activities) on offer. We consider academic potential to be as important as demonstrated academic ability. GHS is academically selective and all applicants (including those applying for assisted places) must satisfy the entrance criteria.

FINANCIAL CONSIDERATIONS

All parents of applicants wishing to be considered for an assisted place are required to request a link to our online assisted place platform (ITQMetis) via an application form submitted confidentially to the Admissions Office. An account is set up for each applicant and an application form and supporting documentation must be provided via ITQMetis. The financial information of each parent with parental responsibility must be completed, including in the event that the parents are separated or divorced. Completed applications are passed to Bursary Administration Limited (BAL), an external company who will conduct assessments on behalf of the School. Applicant families will also receive a home visit or video interview from BAL. The purpose of this visit/interview is to talk through your application to ensure that the submission is fully understood.

Following review of the application and meeting each family, BAL will produce a report for GHS. It is at the discretion of the School to determine what, if any, level of award will be offered.

Applicants should meet the following criteria:

- applying for entrance to Year 7;
- have attended a visitor morning or other visitor event before the applicant attends the entrance assessment;
- live within a 12-mile radius of GU1 1SJ at the point of application. Please ask the Admissions Office to confirm eligibility if unsure and;
- all those with parental responsibility for the applicant are expected to be employed unless an individual is prevented from working due to incapacity, caring for children under school age or other dependents or the requirements of their partner's work. In the case of separated parents, the possible contribution to be made by both parents would be financially assessed, unless there was a strong reason not to assess one parent.

The application will require information about income and expenditure, including:

- contributions made to the household income by other family members or from outside the family (including, in the case of separated parents, the contribution made by the absent parent);
- whether school fees are already being paid for siblings at other fee-paying schools. We would not expect applicants to apply for an assisted place at GHS if full fees are being paid elsewhere (or if an assisted place application has not been submitted to the other school) and;
- whether the family has the ability to improve its financial position or earning power, and the family spending habits, including details of assets such as holidays, cars, home

ownership and investments. It should be noted that high levels of spend to enhance lifestyle including, but not limited to:

- high value investments/pensions
- significant equity in property or mortgage-free home ownership
- frequent or expensive holidays
- new or luxury cars
- substantial home improvements
- ownership of second homes or land
- excessive personal/family expenditure

will be taken into account during the assessment process and are unlikely to be considered consistent with the receipt of an assisted place.

Any applications which do not meet the criteria are likely to be rejected and there will be no opportunity to resubmit an application. Unsuccessful applications will be deleted from the online system at the end of each academic year. Successful applicant details will be retained on the online system for annual reassessment but all information supplied in the application will be deleted at the end of the academic year.

Providing they meet the eligibility criteria, those living closest to the School will be given priority over applicants who live further away.

Applicants offered a place from the waiting list are not eligible for assisted place awards, except in exceptional circumstances.

The School respects the confidentiality of assisted place awards made to families and recipients are expected to do the same. Failure to do so may negatively impact the reassessment for any future award.

All personal data processed in connection with the School's arrangements for assisted places will be processed in accordance with the School's Privacy Notice, which is available on the School website and is otherwise available on request.

HOW TO APPLY FOR AN ASSISTED PLACE

1. Read the eligibility criteria and, if you believe you may qualify for an assisted place, complete the online application form provided to all applicants before 1 November the year prior to intended entry. Your daughter must be registered for assessment, and a payment of the £150 registration fee is required before an assisted place application form is submitted. Applicants should contact the Admissions Office if you may have difficulty in meeting the registration fee payment and the School may use its discretion to waive this payment. There is no further charge for bursary applications post registration.

2. The School will determine whether the eligibility criteria has been met and, assuming it has been met, an account will be created for you on the online assisted place platform (ITQMetis). Parents must submit the assisted place application form together with the supporting documentation via ITQMetis on or before the deadline provided by the Admissions Office. GHS allocates funds based on the applications received in November and does not have additional funds to consider late applications after offers of places have been made, except in exceptional circumstances.
3. When the application form has been completed and supporting documentation has been uploaded, the application will be passed to BAL, who will make an appointment to visit you, or conduct an online interview, and review the application form. Visits will usually take place in November/December. BAL will then submit a confidential report to us.
4. Parents are advised whether their child is to be offered a place at GHS at the end of January and, at the same time, whether their application for an assisted place has been successful. If it has been successful, the value of the award will be specified.
5. Assisted place applicants are required to accept/decline their offer of a place at GHS by the acceptance deadline stated in the offer letter. 100% assisted places are not required to pay the £2,000 acceptance deposit; lesser awards will be required to pay a proportion of the deposit (e.g. a 50% assisted place will be required to pay 50% of the deposit).
6. Extras: Allowances may also be made for lunches, uniform, essential trips and travel. Parents will be advised at the same time as the offer of a place whether any extras will be covered in full or in part by the assisted place award.

All assisted place awards are reviewed annually to assess any change in family circumstances. The value of the award may change if there are any material changes. Parents are advised of the outcome of the review by the end of the Lent Term. Parents are expected to notify us immediately during the year if there are any changes to their financial situation which may affect the calculation and assessment of any award.

For further information please contact the Admissions Team (admissions@guildfordhigh.co.uk).

UNITED LEARNING CHURCH SCHOOLS' TRUST – CLERGY BURSARY

Fully incumbent full-time members of the Clergy of any Christian denomination may apply for bursarial assistance for their daughter for entry into Year 7 or Year 12. Children with parents who qualify for bursarial assistance must also satisfy our entrance criteria by sitting our 11+ entrance examination.

Clergy bursary applications may also be considered at other points of entry for Clergy moving to the area, providing an occasional place is available. They will still be subject to our entrance assessment process.

The usual maximum allowance is 75%. Please note, only available funds can be distributed and a lack of funds may mean that no award can be made. Applications from part-time members of the Clergy may be considered and the value of any award would be proportionate to the number of hours worked.

For further information please contact the Admissions Office (admissions@guildfordhigh.co.uk).

UNITED LEARNING – BURSARY

In exceptional circumstances GHS may provide financial assistance to current pupils in the Senior School who experience unexpected, temporary, financial hardship. Funds are limited and preference will always be given to pupils who are in Years 10-13. Bursaries will not generally be made available to Junior School pupils.

Any family who wishes to be considered for a temporary hardship bursary should first make an appointment with the Head to discuss their situation. The Head will arrange for an online bursary application account to be created for you, which you must then complete and upload supporting documentation. The financial information of each parent with parental responsibility must be completed, including in the event that the parents are separated or divorced. Once submitted, the completed application, together with supporting documentation, will be reviewed by Bursary Administration Limited (BAL) who will provide the School with a confidential report. The applicant will then be informed what level of award, if any, can be made available. The School is only able to distribute funds it has available and whilst applicants may qualify to be considered for funding, a lack of funds may mean that no award can be made. Unsuccessful applications will be deleted from the online system at the end of each academic year. Successful applicant details will be retained on the online system for annual reassessment but all information supplied in the application will be deleted at the end of the academic year.

OTHER SOURCES OF BURSARY ASSISTANCE

In addition to the assisted place awards available, there are several educational and charitable trusts, which provide assistance with tuition fees. GHS encourages parents to apply for support where it is felt a good case can be made for assistance. Parents may wish to look at The Educational Trusts'

Forum ([Educational Trust Forum](#)) and the Royal National Children's Foundation ([Royal National Children's Foundation](#)), where details can be found about organisations that may be able to help, and the eligibility criteria of those organisations.

For further information please contact the Admissions Office (admissions@guildfordhigh.co.uk).

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