

## Bursaries

John Lyon School is committed to providing the opportunity for pupils, who have a great attitude to learning combined with a desire to be the best that they can be, to be able to attend the School, including those pupils whose parents/guardians may not otherwise be able to afford the full cost of the fees. The parents/guardians of pupils who would require financial assistance to attend the School are encouraged to apply for a means-tested bursary.

### Financial Assistance with Fees

Assistance, in the form of a bursary, may represent up to 100% of the fees and is dependent on assessment of the parent's/guardian's financial circumstances. The bursary is reviewed annually and may increase or decrease in accordance with changes in financial circumstances.

The financial assessment takes into account the value of assets held, including the family home, savings, investments, pension provision and other realisable assets, as well as income, the size of the family, and any other dependents.

As a guide, in general, a family with a combined disposable income of less than £25,000 may be eligible for an award of up to 100%. Conversely a family with a combined gross income of more than £130,000 may not qualify for support. (Disposable income is income net of mortgage/rent, tax, pension and national insurance costs)

The School also offers additional assistance to bursary recipients to help cover the initial cost of uniform and selected educational trips if required.

The number of awards made by the School is dependent on the funds available at the time.

The School offers three types of bursary:

**John Lyon's Charity Awards** – These bursaries are funded by the John Lyon's Charity. They are available for pupils who live in the nine boroughs which make up the beneficial area of the John Lyon's Charity. The boroughs are: Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington & Chelsea, Westminster, City of London.

To qualify:

- A family must have lived within a qualifying borough for 2 + years.
- Pupils must not be attending independent education unless on 100% bursaries.

Awards are made to pupils joining John Lyon in year 7 and pupils are expected to remain at the School until the end of Upper 6.

Awards are made to pupils from families who will need assistance of between 95% - 100% of fees.

Priority will be given to pupils from disadvantaged backgrounds.

**John Lyon School Awards** – These bursaries are funded by the School. They are available for pupils joining the School in Years 7, 9 and Lower 6. The value of the awards can range from 10% - 100% depending on a family's financial circumstances. There is no restriction on where a family resides.

**Hardship Awards** – These bursaries are funded by the School and are available to give short term assistance to families whose financial circumstances have changed whilst their child is at John Lyon.

The funds available are limited and the School prioritises awards to pupils in the middle of public exam years. That is, Years 10 & 11, Lower 6 & Upper 6. Awards will typically be for only 1 or 2 terms.

The School will determine which type of award is best suited for a successful applicant, it is not necessary to apply for a specific award.

### **Eligibility**

Bursaries are normally only given to children of parents who hold a UK passport and are permanently resident in the UK.

Bursaries are available for new pupils and also for existing pupils where a family's circumstances may have changed leading to a need for assistance.

The School will consider a number of factors when assessing whether and to what extent any support will be awarded. The principal consideration will be a child's suitability and the likelihood of them thriving at the School.

### **Suitability**

An applicant must be likely to thrive at John Lyon, benefiting from participation in the co-curricular and extra-curricular activities on offer. For a new pupil, they must also meet the School's academic requirements and perform well in the assessment process. Previous school reports will be consulted. Bursary funds are limited and those judged most suitable by the School will be given priority.

For existing pupils requiring hardship support, their attitude to learning and approach to school life will be taken into consideration.

### **Financial considerations**

The level of support given with a bursary will be dependent on the extent of need. Each application will be assessed on its own merits and awards will be made accordingly, subject to the School's ability to fund these within the limits of its overall budget.

It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursary awards are carefully and equitably awarded. Other factors that will be considered in determining the level of award will include:

- The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
- Opportunities to release capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
- In cases of separation, the contribution made by the absent parent/guardian.
- Contribution to household costs by other family members, any adults unrelated to the child or from outside sources.
- Where siblings are at other fee paying schools or places of education, it would be expected that applications for financial assistance have been made to those organisations.
- The School considers that the following would not be consistent with the receipt of a bursary:
  - Frequent or expensive holidays
  - New or luxury cars

- Investment in significant home improvements
- A second property/land holdings
- Lavish personal expenditure.

### **Other Considerations**

It is recognised that there may be other circumstances that should be considered. These include:

Where a child has siblings at the School

Where the social needs of the child are relevant

Where a separation may result in the child having to be withdrawn from the School, adding to the stress of coping with the parent/guardian separating.

### **Separated Parents/Guardians**

The School recognises that family separation can be a painful process for all members of a family and may be particularly stressful for children. The School values the quality of its pastoral care and does not wish to increase the pressure that pupils may suffer as a consequence of parental separation or divorce. At the same time the School reminds parents of the commitment (which in most cases will be a joint commitment) that they have made to pay School fees and expects that joint commitment to be honoured in the event of separation or divorce. Separation or divorce is not of itself likely to be sufficient to prompt the award of a bursary.

The School recognises that the financial arrangements of and between parents/guardians who live separately can be complex. However, in general, the financial circumstances of both parents/guardians will be assessed.

If either of the child's parents/guardians is absent, the School will decide to what extent the absent parent's/guardian's financial circumstances should be assessed.

In all situations, the financial information collected from each parent/guardian will be kept confidential and will not be disclosed without explicit consent.

In the case of divorce, court orders and financial agreements regarding the care of dependents must be submitted with the application.

### **The Application Process for New Applicants to the School**

Bursaries may be made available to parents/guardians of pupils entering Years 7,9 or 12. They are awarded at the discretion of the Governors. The Head, Bursar, Director of Finance and the Senior Registrar are responsible for the management and coordination of the process.

All personal data is handled in accordance with the General Data Protection Regulations and Data Protection Act (2018). Further information is available in the School's Privacy Notice for Parents and Pupils which is available on the School's website.

### **Step One – Making the application (Deadline 31<sup>st</sup> October)**

Parents/guardians seeking a bursary are required to complete an online application form which seeks to establish the financial circumstances of the household. The form can be found on the Admissions page on the website, under Bursaries. It is available to complete from the 1<sup>st</sup> September of the year prior to the year of entry.

The completed online form is to be **submitted by the 31<sup>st</sup> October in the year before admission**. (For example, if applying to join the School in September 2026, the application form must be submitted by 31<sup>st</sup> October 2025). Any applications received after this date will not be considered.

Applicants should be aware that, even if a full bursary is awarded, the payment of the registration fee of £180 is still required. If this presents a difficulty, please contact the Director of Finance.

### **Step Two – Meeting the Criteria**

The Finance Department will review the application and will notify you by email if your application does not meet our criteria. If this is the case, you have the option to either go ahead with a full-fee application for your child or to withdraw from the process. If you do not hear from the School, you will have met the bursary criteria but please, be aware that the award of a bursary will be based on the performance of your child on the entrance exam day.

### **Step Three – Submitting Supporting Documentation (Early December)**

You will hear from the Finance Department if your child is shortlisted for a bursary, based on their performance on the entrance exam day. The Finance Department will ask you to upload your relevant supporting documents to support your bursary application. You will be required to submit the following supporting documentation:

- Payslips for the most recent three months (September, October and November).
- Bank statements for all your bank accounts, for the most recent 3 months.
- Credit statements for all your credit cards, again for the most recent 3 months.
- Mortgage / Rent statement to verify amounts payable.
- Benefit statements.
- Utility bills.
- Company accounts for the most recent year (if you own your business).
- Relevant Court orders and financial agreements regarding the care of dependents if parents are separated or divorced.
- Any other relevant documentation to support figures within the bursary application.

### **Step Four – Online Appointment**

The School uses an external company, Bursary Administration Limited (BAL) to review the necessary supporting documentary evidence, to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. BAL will contact you to arrange an online appointment to discuss your bursary application. If, once an appointment is made, you cancel or do not attend the online appointment your bursary application will be cancelled, unless prior notice is given to BAL.

BAL will then submit a confidential report to the School. BAL provide a reliable and confidential service to independent schools. Please see [www.schoolbursaryguide.com](http://www.schoolbursaryguide.com) for more information on the company, their service and their compliance with Data Protection and GDPR.

### **Step Five – Home Visit**

If you meet all the bursary criteria, an appointment will be made for the Director of Finance and a member of the Admissions team to visit you at home.

### **Step Six – Offer Letters**

Offer letters which will include information if a bursary award is also being offered will be emailed to you.

## **Step Seven – Acceptance of the Place and the Award**

If accepting the place and the bursary award (if offered), Parents need to sign the Confirmation of Acceptance form and return it to the School by the acceptance closing date.

Please note that the payment of the Confirmation of Entrance Fee (Confirmation Fee) will be reduced by the level of bursary awarded. For example, a 50% award would reduce the Confirmation Fee payable by 50%.

## **Annual Review**

All bursary awards are reviewed annually during the Spring term and may be increased or reduced to reflect changes in the financial circumstances of the parents/guardians.

Parents of pupils in Years 7, 8, 10 and Lower 6 will be asked to disclose any change of circumstances to the Director of Finance.

If your child is in Year 9 or 11, you will be asked to complete the bursary application form online and submit the relevant supporting documentation.

The Head and Director of Finance have the discretion to reduce or withdraw an award to an existing bursary holder if the child's progress, attitude or behaviour has been unsatisfactory and/or the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

## **Change in Family Circumstances**

Parents/guardians with a child at the School who unexpectedly fall into financial difficulty may apply for a bursary. Please contact the Director of Finance by email ([tania.dovey@johnlyon.org](mailto:tania.dovey@johnlyon.org)) or by telephone (020 8515 9475) to request an application form. Such awards are subject to the availability of funding and cannot be guaranteed.

## **Confidentiality**

The School respects the confidentiality of bursary awards made to families and recipients are also expected to respect such confidentiality.

## **Other Sources of Bursary Assistance**

There are a number of educational and charitable trusts which provide assistance with fees. Many may be linked to trades and industries within which you or your partner may have worked.

Two websites which may be of assistance:

- [www.isc.co.uk/schools/sub-pages/school-fee-assistance-scholarships-and-bursaries/](http://www.isc.co.uk/schools/sub-pages/school-fee-assistance-scholarships-and-bursaries/)
- [www.educational-grants.org](http://www.educational-grants.org)