



ButeHouse

Bursary Information

2018/19



Thank you very much for your recent enquiry regarding bursary opportunities at Bute House Preparatory School at 7+ Entry. I hope that this document will give you all of the information you need about our school and how to join us. Further information and our prospectus can be downloaded from our website [www.butehouse.co.uk](http://www.butehouse.co.uk) / Admissions.

We welcome bursary applications; if you are interested in applying to the school the first step will be to register your daughter with us by completing the enclosed Registration Form and returning it to us with a copy of her birth certificate. Please indicate on the Registration Form that you would like to apply for financial assistance, as bursary applicants are not required to pay the £65 registration or £75 exam fees. You may register your daughter with us at any time until the deadline for registration, which is 31<sup>st</sup> October 2018 for 7+ Entry in 2019.

Please also note that the second step will be for you to complete the Bursary Application Form. This form must contain financial data for the period ending 31<sup>st</sup> August of the year before your daughter's entry. For example, if your daughter is registered for entry in September 2019 the financial data submitted on your Bursary Application must include the period up to 31<sup>st</sup> August 2018. The completed Bursary Application must also be received by 31<sup>st</sup> October 2018.

Mrs Helen Lowe

Head

## [Contact Us](#)

If you have any questions or would like further information about Bute House or our Bursary Scheme please contact:

Christine Kuiper

Registrar

Bute House Preparatory School for Girls

Luxemburg Gardens

Hammersmith

London W6 7EA

Tel: 0207 603 7381

Email: [admissions@butehouse.co.uk](mailto:admissions@butehouse.co.uk)

# **Bursary Application Information (7+ 2019)**

## **New pupils in Year 3 and occasional places in the years above**

Bute House Preparatory School ("The School") is committed to broadening access to The School by offering eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a bursary and bursaries may be awarded in the form of a discount of up to 100 per cent on tuition fees, payable together with a uniform allowance and support towards the cost of residential visits, depending on the financial circumstances of applicants.

The School aims to award on average six bursaries to girls who join us in Year 3 and in the years above on occasional places and this information sheet covers the details of this Bursary Scheme. For information about financial support for existing pupils where a change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education, please contact the Bursar of the School.

## **Who can apply?**

Anyone can apply who feels that their financial circumstances would normally preclude them from being able to afford independent school fees.

The School welcomes applications from pupils of all ethnic and religious backgrounds and from those with disabilities.

Bursary awards will be offered for pupils on entry:

- who meet the School's normal entry requirements and
- whose parents have demonstrated their inability to afford a full fee-paying place

## How can I apply?

The Bursar is happy to answer enquiries at any time but the key dates and procedure for entry in September 2019 are set out below:

Registrations can be accepted up to 31 October 2018 however, registrations may close before this date if the number of candidates exceeds 200. Please register your daughter with us as early as possible by sending us the completed registration form and birth certificate. You do **not** need to wait until you have the completed Bursary Application before sending the registration form.

31 October 2018 – Last day for submission of Bursary Application Form, including details of capital resources and income for the year ending 31 August 2018 along with the supporting evidence.

### 8th & 9th January 2019– 7+ Assessment at Bute House

Mid January

Letters following assessment sent out.  
Interviews will be offered to those who have been successful in the assessment.

Mid January

The process for applicants **not** offered an interview is terminated at this point and notification is sent out

Mid to Late January 2019 – Interviews following assessment take place.  
The interview forms part of the assessment process. Not all applicants offered interviews will be offered places.

End of January 2019– Home visits. The parents of Bursary applicants who are invited for interview will be contacted to arrange a home visit by the School's Financial Consultant (Bursary Administration Ltd) to discuss financial, welfare and pastoral issues.

Mid February 2019 – Offers of places and Bursary Awards are sent out. If your daughter is offered a place you will at the same time be notified as to whether she will receive a Bursary Award and for what amount.

**Please note that registrations accompanied by a bursary application are not required to pay either the £65 registration fee or the £75 exam fee.**

## **When should I apply?**

The first step of the process is to register your daughter with us for our 7+ assessment.. This can be done by sending a completed registration form and a copy of your daughter's birth certificate at any time before the closing date e.g. for 7+ 2019 entry the closing date is 31st October 2018. If you register early, you will be asked to reconfirm your daughter as a candidate nearer the closing date. The Bursary application is a separate process that runs in parallel to the 7+ assessment. Please send your completed Bursary Application (Bursary Application Form and supporting evidence) between 1st September and 31st October as we require the Bursary Application to contain financial data for the year ending 31<sup>st</sup> August 2018.

## **How much assistance will be awarded?**

The level of financial assistance available will be different for each applicant and will range from a part bursary to a full award of school fees (0-100% of fees)

Other Bursary Benefits:

- Parental deposit reduced in line with % bursary award (minimum £100 for full Bursary Award)
- £500 uniform allowance, every 2 years, for all bursary pupils
- All school trips are free
- Essential books and book bags are provided free
- Tuition for one musical instrument is provided free per term with one free musical exam and up to £50 for books required. We will lend a musical instrument where possible.
- Up to two paid after school clubs are provided free each term
- Fees for sports club training are free if your daughter is selected to play for a school team
- School milk will be provided free of charge daily , if required
- School meals are included within the fees
- Breakfast Club will be provided free of charge

## **Bursary Awards Reviews**

Each year we reassess bursaries. Parents will be required to submit an annual declaration of income and assets and further home visits may be required. Each year parents will be required to submit a Bursary Review Form by 31<sup>st</sup> October containing financial data for the year ending 31<sup>st</sup> August. Subject to that reassessment process, the bursary will continue for every year in which the pupil remains at The School. A family may be eligible for bursaries for two or more daughters simultaneously.

If we are unable to offer an applicant a bursary, please be aware that a full fee-paying place is a commitment for up to four years.

## **Terms and conditions of bursary awards**

- Parents who apply for bursaries do so on the full understanding that awards are discretionary, and that there is no right of appeal against The School's decision.
- A deposit payment will be required. This is calculated on a sliding scale in line with the Bursary Award, with a minimum deposit of £100 for 100% bursary awards.
- The School requires parents to complete a Financial Assessment Form for each year of their daughter's participation in the scheme. This must be submitted by 31<sup>st</sup> October each year and contain financial data for the year ending 31<sup>st</sup> August. We may adjust bursaries up or down in value as the family's income or assets change.
- The School will withdraw financial support if the pupil leaves the school for any reason.
- The School may withdraw a bursary and/or reclaim past payment if we are knowingly or recklessly provided with false information about income or assets.

## Confidentiality

The School respects the confidentiality of Bursary Awards made to families and recipients are expected to do likewise.

# GUIDANCE NOTES FOR COMPLETING THE BURSARY APPLICATION

**Please read these carefully before completing the Application Form. If you need further help, please contact the Registrar, Mrs Christine Kuiper on 020 7603 7381, Ext 202**

The numbers below refer to the same numbers on the application form. If you pay tax in any way, please include the appropriate reference number. If any of your assets are held abroad please convert the value to pounds sterling.

## 2. Parents /Applicants

Anyone with care and control of a child can apply for assistance. This person could be:

- the natural parents of a child where they live together
- the natural parents of a child and their new partner
- the child's appointed Guardian (appointed by a Court)
- the person with whom a child resides and has care and control of the child as a result of a court order or other legal agreement
- the person with whom a child resides and has care and control of the child as a result of an informal agreement

**Please note:-** Foster Parents acting under a Full Care Order will be regarded as having no income.

**Please note:** - If the natural parents are separated and/or divorced both will be required to provide financial information and sign the Application Form.

## 3. Income

a) The gross annual amount of income **FROM ANY SOURCE** for the current or latest financial year up to and including 31<sup>st</sup> August of the year.

b) Profits from a business or profession – the gross amount agreed for taxation purposes. Deductions should only be made in respect of capital allowances, losses and stock relief. Please include the latest set of accounts.

d) All investment income, including building society interest, should be shown as gross

e) Gross income from letting or sub-letting of property

f) Please list on a separate sheet if necessary all social security benefits, naming their type and how long each has been received for.

- g) All income from maintenance payments, separation allowances and Child Support maintenance must be declared. Arrears in any payments will not be taken in to account.
- h) Where a parent is required by any Court or legal order to pay part of the school fees then only the part of the fee which is not covered by the order will be used to calculate any grant awarded. Arrears in any payments of part schools fees will not be taken into account.
- i) Include free benefits in kind that are agreed by the Inland Revenue as not being subject to tax
- j) Royalties and all other sources including entertainment and travel allowances

#### **4. Outgoings**

- a) Enter income tax and tax on unearned income **TOGETHER**
- c) Enter payments to pension schemes
- d) Enter capital as well as interest payment on a mortgage for the main residence
- e) Only complete this if repayment is affected by a full Endowment Policy
- j) Bank overdraft and other loan charges (please state the purpose of the loan)

#### **5. Parents' / Applicants' Capital Assets**

The following will be taken into account:

- a) Monies held on deposit at any bank or building society. The value of investments in stocks and shares at the time of application.
- c) The current market value of the main residence (please estimate)
- d) The current market value of any other properties (please estimate)
- f) If you run your own business or are partners in a business, then you should show the total net worth of the business. Shares in a company not listed on the Stock Exchange should be valued at your share of the net value of the company.

#### **6. Parents' / Applicants' Capital Liabilities**

Please detail all other monies owed, together with the lender's name on a separate sheet if necessary



## **7. Dependent Children**

Use column 1 for the child for whom you are applying and columns 2 – 4 for any other dependents.

e) Please refer to the current academic year

h) (iii) Please state any other educational allowances received

(iv) If you have been able to claim under any policy, please declare the amount received under the policy for the current academic year

(v) If the child is in receipt of financial assistance from any other family members or income from a Trust Deed please declare the annual amount available

i) Please enter the gross amount of any interest / share dividends received by the child

## **8. Other Dependents**

Please provide details of any Carer's Allowance received and details of any other dependents, for example age, address, and condition

## **9. Any Other Relevant Information**

Please enter, on a separate sheet if necessary, any details which may affect the assessment of the grant, for example a significant change in income or outgoings for the coming year, or any other relevant information about your family circumstances.

***YOU MAY WISH TO KEEP A COPY OF YOUR COMPLETED APPLICATION  
FORM FOR YOUR OWN RECORDS***





# BUTE HOUSE PREPARATORY SCHOOL FOR GIRLS

## BURSARY APPLICATION FORM

### Confidential Statement of Financial Circumstances

Please read the Guidance Notes before completing this form

1. CHILD	NOTES
a) Full Names	
b) Date of birth	
c) Term / year of entry	

### 2. PARENTS / APPLICANTS (see note 2)

	Parent 1	Parent 2
a) Names		
b) Title		
c) Address		
d) Daytime Tel		
Evening Tel		
Mobile		
E-mail		
e) Please indicate status of parents' relationship (married, divorced, separated, partners, deceased). Please state if parents are not living at the same home address.		
f) Relationship to child		
g) Occupation		
h) Employment Status	Retired Self-employed Employed; (Full Time or not) Unemployed Student	Retired Self-employed Employed; (Full time or not) Unemployed Student



- h) Rates and utilities
- i) Other interest payable
- j) Loan repayments
- k) Food and subsistence
- l) Clothing
- m) Vehicle costs
- n) Leisure
- o) Holidays
- TOTAL**


5. **CAPITAL ASSETS**

(see note 5)

- Approximate market value**
- a) i) Bank / building society balances
  - ii) Equity / bond values
  - iii) PEPs/ISAs/TESSAs
  - b) Pension schemes
  - c) Estimated value of main residence if owned
  - d) Value of other properties
  - e) Value of other possessions including house contents, vehicles, art, jewellery etc
  - f) Net worth of business
  - g) Redundancy or other employment settlements due
  - h) Insurance settlements due
  - i) Other assets not listed e.g. share option and trust interests held by 3<sup>rd</sup>
  - TOTAL**

	<b>Parent 1 £</b>	<b>Parent 2 £</b>	<b>NOTES</b>

6. **CAPITAL LIABILITIES**

(see note 6)

- a) Mortgage amount outstanding
- Mortgage final payment date
- b) i) loans
- ii) credit cards

	<b>Parent 1 £</b>	<b>Parent 2 £</b>

iii) finance leases


**TOTAL**

**SUMMARY**

**Parent 1 £**

**Parent 2 £**

Income

Deduct Outgoings

**TOTAL**

Capital Assets

Deduct Capital Liabilities

**TOTAL**


Please indicate why net assets cannot be converted or used to pay school fees

7. **DEPENDENT CHILDREN** (see note 7)

	<b>Child 1</b>	<b>Child 2</b>	<b>Child 3</b>	<b>Child 4</b>	<b>NOTES</b>
a) Forename					
b) DOB					
c) Current school					
d) Boarding or day					
e) Annual fees					
f) Compulsory extras					
g) Uniforms					
<b>SUB TOTAL (a-g)</b>					
h) Fees covered by:					
i) School scholarships / bursaries / allowances					
ii) Annual sum arising from Lump Sum Payment Scheme					
iii) Educational allowances					

	iv) Educational insurances			
	v) Family assistance			
	vi) Other assistance			
i)	Child's income			
	<b>SUB TOTAL</b>			
	<b>(h-i)</b>			
	<b>TOTAL (a-g)</b>			
	<b>LESS (h-i)</b>			

8. **OTHER DEPENDENTS** (see note 8)

9. **ANY OTHER RELEVANT INFORMATION** (see note 9)

10. **DOCUMENTS TO BE SUPPLIED**

Please supply originals of the following documents:

Last 3 payslips

Last P60

Latest audited accounts (if appropriate)

Latest management accounts (if audited accounts are more than 9 months old)

Latest self-assessment tax calculation (if appropriate)

Schedule D self-employment income declaration (if appropriate)

3 months' bank statements

Proof of value of investments (may include internet valuation)

Latest pension and endowment valuation

Benefit letters (if appropriate)

Latest mortgage statement (on all properties if appropriate) / rent agreement

Latest loan statements

Contents insurance schedule

Legal financial agreements

Any other appropriate documents to support your application

**ALL DOCUMENTS WILL BE RETURNED SECURELY ONCE THE APPLICATION HAS BEEN PROCESSED**

**YOU WILL BE NOTIFIED ABOUT THE FINAL OUTCOME OF THIS APPLICATION BY THE SCHOOL DIRECTLY**

**PLEASE NOTE THAT ANY INFORMATION PROVIDED BY YOU TO THE SCHOOL, OR ITS AGENT, BURSARY ADMINISTRATION LIMITED, WILL BE HELD SECURELY AND PROCESSED IN ACCORDANCE WITH THE DATA PROTECTION ACT. IT WILL NOT BE PASSED (INCLUDING SOLD) OR DISCLOSED TO THIRD PARTIES, SAVE AS REQUIRED BY LAW.**

## **11. DECLARATION**

After having read the attached notes, the following declaration should be signed by both parents/applicants (or see below).

We/I have read the notes and have made a complete declaration of our/my income and assets.

We/I agree

to meet with a representative of the school and/or its agent at our home at a mutually convenient time to discuss this application

to provide the school or its agent with any additional documents or information requested in support of this application

We/I understand that we/I are/am applying for our/my child and accept a place for him/her at the school:

Our/my child's fees account with the school will be credited termly with the amount of the grant

We/I understand that any award or grant is subject to annual review and that we/I must complete an annual declaration of our/my financial circumstances on the forms sent to us/me by the school or its agent and supply all relevant supporting evidence by the return date indicated

We/I undertake to report immediately any material change in the financial position declared

The grant may be withdrawn or reduced, and in certain circumstances, past payment reclaimed if:

there is a breach of the school's Terms and Conditions to the acceptance of a place for our/my child at the school

we/I have knowingly and/or recklessly provided false information

we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated

we/I have failed to produce any additional information required by the school or its agent to evidence our/my financial circumstances



12. Please tell us where you first heard about the Bute House Bursary Scheme.

**Signatures:**

Parent 1 \_\_\_\_\_ Date\_\_\_\_\_

Parent 2 \_\_\_\_\_ Date\_\_\_\_\_

If the above declaration is signed by only one parent or applicant, please give reason below:

Please return this form and all documents to:

THE REGISTRAR , BUTE HOUSE PREPARATORY SCHOOL, LUXEMBURG GARDENS, LONDON, W6  
7EA





ButeHouse

# Registration Form

Registrar: Mrs Christine Kuiper  
Bute House Luxemburg Gardens Hammersmith W6 7EA  
tel 020 7603 7381 x 202  
email admissions@butehouse.co.uk

For Office Use

## Pupil Details

Child's Surname					
Child's Forenames					
<i>(Please underline the name generally used)</i>					
Date of Birth		Nationality		Religion	
Proposed Entry	4+ <input type="checkbox"/>	Year of entry		Home Language	
	7+ <input type="checkbox"/>				
	Other <input type="checkbox"/>				

## Parents /Guardian Details

<b>Parent/Guardian 1 : Name and Title</b>	<b>Parent/Guardian 2 : Name and Title</b>
Relationship to Child	Relationship to Child
Address	Address
Postcode	Postcode
Home Tel.	Home Tel.
Mobile Tel.	Mobile Tel.
Email	Email
Occupation	Occupation

## Current School or Nursery

Name and Address of current school or nursery
Name of Head Teacher

## Sibling Details

Details of any siblings including any who currently attend or are registered with Bute House:

Name	School Attending
Date of Birth	
Name	School Attending
Date of Birth	

## Bute House 7+ Bursary Scheme

I wish to apply for a bursary at 7+ and understand that I do <b>not</b> need to send the £65 registration fee. (Our bursary scheme does not apply at 4+)	Yes	No
<small>Full details of our bursary scheme can be found on our website <a href="http://www.Butehouse.co.uk">www.Butehouse.co.uk</a></small>		

## Registration Enclosures

We request that the above named child be registered as a prospective pupil and **enclose**:

**Copy of Child's Birth Certificate:** *(Registration cannot be accepted without this)*

**Non Refundable Registration Fee £65** *please tick*

- I am applying for a 7+ bursary — no registration fee required.
- Cheque — made payable to Bute House Preparatory School.
- Or Bank Transfer.

Account No: 10806269   Sort Code: 20 35 90   Account Name: Bute House Preparatory School  
Reference: Child's Name   IBAN No GB49BARC20359010806269

## Signatures

*By signing this Registration Form we understand, accept and agree that registration of our child as a prospective pupil does not secure our child a place at the school but does ensure that our child will be considered for selection as a pupil at the school. Any offer of a place will be subject to the school's terms and conditions for the provision of education services, which will bind us in the event that we accept a place. The School may process personal data about us and our child, including sensitive personal data such as medical details, for the purpose of administering its selection procedures and we consent to the process of this data for these purposes.*

Please sign this form and return it with the registration fee and a copy of your daughter's birth certificate

**To: The Registrar, Bute House Preparatory School, Luxemburg Gardens, London W6 7EA.**

Parent 1 Signature		Date	
Parent 2 Signature		Date	