

### **Avenue House School Bursary Application Process.**

Up to two Bursaries may be made available to parents/guardians of children entering Year 1 in 2016/17. They are awarded at the discretion of the Governors. The process is as follows:

- Parents/guardians make an appointment to visit the school.
- Arrangements are made for assessment of the child
- Parents/guardians seeking a bursary are required to complete a bursary application form which seeks to establish the financial circumstances of the household.
- The Head teacher identifies those children who are likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work and benefit from participation in the wider, extra-curricular activities on offer at the school.
- All bursary applications for children deemed suitable are processed in order to establish the likely level of support which will be required in order to allow the child to attend the school. This will be carried out by the School's representative, Bursary Administration Ltd ("BAL"), and will involve visiting the parents'/guardians' home to ensure the information has been correctly interpreted to ensure the basis of the financial assessment will be fair. Documentary evidence will be required during this visit, full details of which will be provided in advance by BAL.
- BAL submit their findings to the Governors who review the case for financial assistance. The Governors' decision is final and is not subject to appeal.
- The parents/guardians are advised whether their child is to be offered a place at the school and the amount of the bursary offer.
- Parents/guardians are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to the **Conditions of Avenue House School Bursary Awards**.

#### **The Assessment**

Children are invited to School to undertake a number of tests focussing on literacy and numeracy, and to take part in class activities. The tests are conducted in a friendly and informal manner, and children cannot prepare for them. The assessment session is designed to be fun and to allow the children to give of their best. Previous school reports may be requested and consulted, and further enquiries made to the child's current school, if appropriate. The School's policy on Special Educational Needs and Disabilities is available on request. It is possible that many of the candidates will perform well on assessment, and places will be offered to children whom the School believes will thrive. Consideration may also be given to a child's potential in music, drama, art and sport.