Bursary

**General**

The Management Committee of the Chesterfords Preschool is committed to broadening access to the Preschool by offering to eligible parents’ financial support with the payment of childcare fees. Bursaries are awarded at the discretion of the Management Committee. The Treasurer is responsible for the management and co-ordination of the process.

**Awareness**

Information provided by the Preschool alerting the parents of potential children to the possibility of gaining financial support with the payment of Preschool fees is included in:

* the Admissions Policy
* the Preschool’s website

**Open Access**

Bursary support may be awarded in the form of a reduction of up to 100% on fees and may include additional support for extras such as educational visits, payable depending on the financial, compassionate or other relevant circumstances of applicants.

**Categories for Financial Support**

Requests for financial support usually fall into one of two categories:

* Applicants where their parents cannot afford any more than 15% of the fees.
* Existing children where a change in parents’ circumstances has resulted in difficulty in meeting the fees payable and may result in the child being withdrawn from the Preschool

The Treasurer determines the number of bursaries awarded to Applicants in either category annually.

**Decision Making**

Bursaries are decided by the Management Committee. Awards are assessed on the basis of a completed confidential statement by either the parent, or the Preschool Manager. The assessment determines the appropriate level of parental contribution in relation to their net resources and thus the level of the award that will be offered. The level of the award may also be influenced by compassionate or other relevant circumstances.

**Criteria for Assessment**

The Management Committee will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. The Management Committee may request documentation to evidence the benefits listed, if appropriate.

Each case is assessed on its own merits and awards are made accordingly.

Bursary applications are expected to be due to similar factors assessing the criteria for eligibility for 2 year old funding:

* They meet the criteria used to determine eligibility for Free School Meals as follows:
* Their family receives Income Support
* Their family receives Income-based Job Seekers' Allowance
* Their family receives Income-related Employment and Support Allowance
* Their family receives Support under Part VI of the Immigration and Asylum Act 1999
* Their family receives The Guaranteed element of State Pension Credit
* Their family receives Child Tax Credit (but not Working Tax Credit) and have an annual income not exceeding £16,190
* Their family receives Working Tax Credit during the four week period immediately after their employment finishes or after they start to work less than 16 hours per week

* Their family receives Working Tax Credits and have annual gross earnings of no more than £16,190
* They have a current statement of Special Educational Needs (SEN) or an Education, Health and Care plan
* They are entitled to Disability Living Allowance

* They are looked after by a local authority

* They are no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives.

Typically, Bursaries may be awarded to two year olds or three year olds who will become eligible for funding in the term following their second or third birthday, but they have not yet reached that term. Additionally, Bursaries may be awarded for sessions which exceed a child’s total funding entitlement.

**Confidentiality**

The Preschool respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

This policy was adopted by The Chesterfords Preschool

On: ………………………………… (date)

Signed on behalf of Preschool: …………………………………

Position: …………………………………

Signed by Preschool Chairperson: …………………………………

Annual review carried out by: …………………………………

Date: …………………………………