

THE CRAIGHOLME BURSARY

A helping hand to realise your daughter's potential

DATA PROTECTION

Information provided will be treated in strictest confidence, in accordance with Data Protection legislation. The information is used solely by Craigholme School for the purposes of determining bursary awards.

If your daughter is admitted to Craigholme she will be afforded the same opportunities as any other pupil. The school will only disclose the fact that individual children have been awarded bursaries on a need to know basis.



CRAIGHOLME SCHOOL
REALISING YOUR DAUGHTER'S POTENTIAL

Craigholme School, 72 St Andrew's Drive, Glasgow G41 4HS
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Craigholme School is recognised as a charity by OSCR (SC0 14860)

Craigholme is pleased to offer a number of means-tested bursaries for Senior School pupils. A good education is a lifelong investment that will influence your daughter's future life and career. Our fees are competitively priced and provide excellent value for money, especially in terms of our small pupil teacher ratio.



WHO CAN APPLY?

Awards are available to existing pupils and new applicants. The main point at which bursaries are awarded is at entry to S1.

A limited number of awards are granted at other stages, from J7 – S6, which are determined by the availability of bursary funds at the time. Many of these awards are intended to assist existing pupils where there has been a significant change in financial circumstances, such as loss of income, which threatens the pupil's continued attendance at Craigholme.

The Bursary Committee is made up of members of the Board and the Senior Management Team who have significant educational or financial expertise. Their process for reviewing bursary applications is designed to be consistent, fair and straightforward.

ELIGIBILITY

In all cases, the level of a bursary is determined by the extent of financial need. To allow this to be assessed, a Bursary Application Form - which provides information on the family and documents total income and capital assets - must be completed. Key to the review is the establishment of the net resources of parent(s)/guardian(s) which can be defined as total income from all sources (including investment income). It is also a requirement to provide copies of supporting documentation such as P60s and recent payslips. Capital assets such as stocks, shares and property are also taken into consideration.

Once net resources have been confirmed the Bursary Committee will decide the level of the award.

The test of net resources is carried out annually and bursary award adjustments are made in line with any significant changes in financial circumstances.

Parents may wish to have a short meeting with the Business Manager so that eligibility can be fully explained.



APPLICATION PROCESS

If your daughter is not currently attending Craigholme, an application for admission is required in the first instance.

When making an admission application, parents who wish to apply for financial assistance should request a Bursary Application Form from the Business Office using the contact details overleaf. Both forms should be completed and returned to the Admissions Secretary.

The academic criteria for bursary candidates are the same as other entrants to the school. Prospective pupils are expected to: demonstrate their ability through an entrance test; have an excellent all-round report from their previous school; and show commitment to the ethos of Craigholme.

Parents may apply for enrolment of their child on the basis that acceptance will be conditional upon receiving bursary support. The main round of bursary considerations takes place in January. Awards are identified and notified in early February, in good time for parents to consider the level of financial assistance offered when deciding whether or not to accept a place at the school in the new academic session which begins in August.

Parents of prospective pupils must advise the school if they wish to take up the offer of a place and bursary within two weeks of receiving an offer.

Applications from prospective parents may be submitted after this date but awards may be limited and will be dependent upon the residual availability of bursary funds.

AWARDS

Following assessment of the information provided in the Bursary Application Form, the Bursary Committee will decide whether support is appropriate and upon the level of such support.

Unsuccessful cases are usually the result of either a lack of evidence of financial need or insufficient availability of bursary funds. There is no course of appeal following the award decision but unsuccessful applicants may re-apply in subsequent years.

Where the number of applications received creates the possibility of bursary funds being oversubscribed, account will be taken of the degree to which individual pupils will benefit from the opportunities available at Craigholme.

The formal offer will be made by letter to the parents and must be accepted in writing.

Bursary awards are deducted from the tuition fees and this is shown on the fee note which is sent out by the Business Manager. No actual payment is made to the parent.

Parents need to reapply annually otherwise the bursary will be withdrawn.

HOW MUCH FINANCIAL HELP CAN YOU EXPECT?

Most bursaries will be awarded to girls from families with a total income of less than £20,000 per year and with no capital assets other than their home. It is unlikely that a bursary would be awarded to a family whose gross income is more than £35,000 other than in exceptional circumstances.

20-100% of the tuition fee may be awarded; although full bursaries are only available in exceptional circumstances.