



Help With Fees Policy

St Peter's School, York

March 2025

(Next review Easter Term 2027)

General

St Peter's School, York (the "**Charity**") is a charitable company, registered at the Charity Commission committed to being a welcoming, caring and inclusive community in which all can feel valued and grow in confidence. The Charity operates St Peter's 2-8 (for pupils aged 2 to 8 years), St Peter's 8-13 (for pupils aged 8 to 13 years) and St Peter's 13-18 (for pupils aged 13 to 18 years). Help with fees is available at St Peter's 8-13 and St Peter's 13-18, collectively referred to in this policy as the School unless otherwise stated.

The Charity's charitable objectives include the education of boys and girls by the provision of a day and/or boarding school or schools in York which shall include instruction in accordance with the doctrines of the Church of England. The Charity must advance its charitable objectives for the public benefit. One aspect of this is to provide financial assistance for children whose parents cannot fund any or all of the school fees and who would otherwise be prevented from accessing the School.

As part of the Charity's long term commitment to making the School accessible to children whose parents cannot fund all of the School fees, a limited amount of means-tested help with fees is available for pupils who would gain particular benefit from attending the School. Help with fees will only be considered for children who pass the school's entrance criteria and have been considered eligible for the offer of a place by the Head Master of St Peter's ("**Head Master**") or the Head of St Peter's 8-13 ("**Head**").

Help with fees may be awarded as a discount off the fees. Help with fees awards are made to applicants who usually qualify for between 50% and 100% of fees on the basis of their financial circumstances including their income, outgoings, savings and assets owned (including the family home).

Help with fees is usually available to pupils entering St Peter's 8-13 J4/Year 7, or St Peter's 13-18 Third Form/Year 9 and Sixth Form/Year 12. They may also be available for existing pupils at the same points subject to a review of financial circumstances. In order to be able to utilise the limited help with fees funds in a manner which benefits as many pupils as possible, help with fees awards are predominantly made to day pupils.

The Director of Finance and Director of Admissions, Marketing and Communication are responsible for the co-ordination and management of the help with fees application process.

Suitability for help with fees

Each child will be subject to the relevant school's admissions criteria and policies.

Applicants who want to apply for means-tested help with fees may do so in accordance with the process set out in paragraphs 1 and 2 of the Appendix.

Following consideration of both applications for a place at St Peter's 8-13 (by the Head) or at St Peter's 13-18 (by the Head Master) and a help with fees award, a list of those candidates whom the Head Master and the Head wish to offer a place and who have also applied for help with fees shall be submitted to the Governors' Bursary and Hardship Committee (the "**Committee**"). The Committee, attended by the Head Master, Head, Director of Finance, Director of Admissions, Marketing and Communication, shall then consider the help with fees applications and determine

the amount of help with fees to be awarded. Consideration will be given to the extent to which pupils will benefit from, and contribute to, the life of the School.

Existing pupils of either St Peter's 8-13 or St Peter's 13-18 who wish to apply for help with fees should do so in accordance with the application process set out in the Appendix. The Director of Finance will then submit a list of such pupils to the Committee for consideration.

Suitability for hardship awards

Awards from the Charity's hardship fund are dealt with separately to the award of help with fees and shall be awarded on an 'as needed' basis. The Charity considers such awards to be a short-term remedy only for purposes of educational continuity.

Applicants should contact the Director of Finance to request an application form and provide supporting documented evidence. The Director of Finance shall then submit the details of the applicant to the Committee for consideration as soon as reasonably practicable.

Eligibility for help with fees

Each application is judged on its own merits and is subject to funds available. The assessment considers factors other than earnings when determining the necessary level of grant including:

- Opportunities to release any capital including bonds, savings, trusts etc and equity in houses they own ('equity' equates to the value of the house less the mortgage outstanding);
- In cases of separation, the contribution made by both parents;
- Potential of any financial help from other family members;
- Contributions of finances by other Charitable Trusts which could contribute towards the total level of bursary (see below for a non-exhaustive list of other Charitable Trusts)

Other Charitable Trusts

- Royal National Children's Springboard Foundation (www.royalspringboard.org.uk)
- The Frank Buttle Trust (www.buttletrust.org)
- The Educational Trust Forum (www.educational-grants.org)
- The Choir Schools Association bursary fund (for York Minster choristers only) (<https://www.choirschools.org.uk/help-with-fees/>)

Due to the limited financial resources available, the Charity cannot guarantee that every applicant eligible for help with fees will be successful.

Duration

The help with fees will last until the end of J5 (Year 8) if awarded at 11+ or the end of Fifth Form (Year 11) if awarded at 13+. For those wishing to enter the Third Form or Sixth Form at St Peter's 13-18, a further means-tested help with fees form will need to be completed. For Sixth Form applicants, it will usually last for the duration of Sixth Form (Years 12 and 13).

Help with fees awards will be reviewed annually. Applicants in receipt of help with fees will be required to confirm the financial circumstances disclosed in the previous academic year and are responsible for declaring any significant changes in such circumstances. Applicants will also be required to complete an annual declaration. If a false declaration is made, the Charity reserves the right to withdraw the help with fees award and request the reimbursement of the help with fees paid to date and may require termination of the contract between the parent and the

School. Although help with fees will not be withdrawn for minor financial changes over the life time of the award, the Charity reserves the right to adjust the percentage of the amount awarded and financial assessments will be made prior to entering St Peter's Third Form and Lower Sixth.

Additional support for uniform, trips and extra-curricular activities may be available over the life time of the award for those receiving 100% help with fees.

Confidentiality

All help with fees applications are treated in the strictest confidence. Other pupils at the schools will not be made aware that the candidate is in receipt of help with fees unless permission is given by the parents. Parents in receipt of help with fees can be assured of confidentiality except for relevant key members of staff who are informed at the Head's discretion.

Data protection

All information provided by the parents in connection with an application for help with fees will be processed in accordance with data protection principals as set out in the General Data Protection Regulations 2018. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such application, and for internal monitoring, and the information provided will not be used for any other purpose.

Authorised by	The Board of Governors March 2025
Next Review	Easter Term 2027

Appendix 1

The Application Process

- 1 Applicants should contact the Admissions Officer to register their interest and receive information in relation to the financial criteria set out by the charity.
- 2 The Applicant must complete the Help with Fees Application Form and provide supporting documented evidence, which requests details of income and capital. Applications may be submitted from 1st May in the year prior to the year of entry. The forms should be returned to the Director of Finance by 31st December for awards to start the following September.
- 3 The Director of Finance assesses the completed Help with Fees Application Form and supporting documents, and requests additional information where necessary.
- 4 The Applicant visits the School and the Head of the School.
- 5 The child undertakes the Entrance Examinations by late January.
- 6 The Bursary and Hardship Committee, which comprises of governors, with support and advice from the Head Master, Head and COO, will consider the applications.
- 7 Parents are advised by the end of February whether their child is to be offered a place at the school and if their help with fees award has been approved.
- 8 Any offer will be subject to a home visit, to ensure information has been correctly interpreted and the circumstances of the application are fully understood.
- 9 Parents complete and return the acceptance of offer form to the relevant Head's PA. For successful help with fees applicants, the deposit will be reduced pro-rata in line with the award.

Note: as part of their preparations for joining St Peter's 13-18 or St Peter's 8-13 a parent/child may request a taster day at the School.