



BURSARY PROCESS

	TIME FRAME	ACTION	BY WHOM	COMPLETION DEADLINE
Advertising	Autumn Term	Inclusion with the scholarship advertisements	Head of Finance & Estates Head of Marketing and Communications	Applications can be received at any time in advance of the deadline 31 December
	All year	Inclusion on the school website	Head of Marketing and Communications	
	Ad hoc	Inclusion in the school admissions literature	Head of Marketing and Communications	
Applications	January	Consider applications and carry out due diligence – submit to BAL	Head of Finance & Estates	31 January
	January	Invite prospective pupils to visit the school and have an interview with the Head	Head of Admissions Head	31 January Supporting statement required
Consideration	February	Consider applications and determine awards	Scholarships & Bursaries Committee Head Head of Finance & Estates	February In advance of the Board of Governors meeting
Approval	February / March	Review	Governors	March
Notification	February / March	Inform parents of outcomes and offers. Letters to be prepared for signature by the Chair of Governors	Head of Finance & Estates	March