



Schools Access Scheme September 2019 Entry Guidance for heads and registrars

The Schools Access Scheme (SAS) is designed to allow children from families which would never have the resources to pay for a prep school education to benefit from the opportunities such an education provides. It is not designed to help middle-income families who cannot afford full fees: most applicants would have qualified under the pupil premium in maintained schools. **Each school must be prepared to match the funding of the SAS scheme. This is usually 50% of the school fees.**

Key dates

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|------------------------------------|---|
| Autumn term 2018 | Schools identify potential applicants and assist families with applications. |
| 14 January 2019 | All applications received electronically by iTrust Grants Secretary (itrustgrants@gmail.com). |
| February 2019 | Scrutiny committee shortlists applicants. Schools informed if their candidate has been shortlisted or not, so they can inform parents. Bursary Administration Limited (BAL) check applications, including a home visit. |
| 7 March 2019 | iTrust Board selects successful applicants. Schools informed if their candidate has been successful or not, so they can inform parents. |
| End of the summer term | School sends a copy of the pupil's report |
| September 2019 | Pupils join school in lowest year group |
| February 2020 (& subsequent years) | Annual financial review by BAL. |
| March 2020 (& subsequent years) | iTrust Board confirms award continues in following year. |

Applications

To apply, the school must send:

- a. Application form completed by parents.
- b. A parent letter of application.
- c. The school's current fee list.
- d. A head's letter, confirming:
 - i. They personally support the application and why this pupil will benefit particularly.
 - ii. Financial support offered by the school (SAS will only match-fund).
 - iii. The pupil will usually be entering the lowest year group in this (section of the) school, normally Reception or Year 3 in England.
 - iv. The school will continue support until normal transfer age to senior school (11 or 13).

Examples

Over the last four years, iTrust has supported ten pupils through the Schools Access Scheme. Brief, anonymised biographies are available on the IAPS website at <https://iaps.uk/about/sas-current-pupils/>