



Schools Access Scheme September 2023 Entry

Guidance for Heads, Bursars and Registrars

The Schools Access Scheme 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, usually 50% of the school fees.

Key Dates

Autumn Term 2022	Schools identify potential applicants and assist families with applications.
23rd January 2023	All applications received electronically by itrust Grants Secretary (itrustgrants@gmail.com).
February 2023	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 or virtual visit.
March 2023	itrust Board selects successful applicants. Schools informed if their candidate has been successful or not, so they can inform parents.
September 2023	Pupils join school.
February 2024 (& following years years)	Annual Financial Review by BAL.
March 2024 (and subsequent years)	Where appropriate, itrust Board confirms award continues in following year.
End of the summer term 2024	School sends a copy of the pupil's report

Applications

To apply, the school must send:

- a. Application form completed by parents.
- b. A parental letter of application.
- c. The school's current fee list.
- d. A Head's email confirming:
 - i. They personally support the application, setting out why this pupil will benefit particularly.
 - ii. Financial support offered by the school (SAS will only match-fund).
 - iii. The pupil will be entering the lowest year group in this (section of the) school, normally Reception or Year 3 in England (unless there is a compelling reason why this is not the case).
 - iv. The school will continue support until normal transfer age to senior school (11 or 13).

Examples

Over the last eight years, itrust has been able to support 18 pupils through the Schools Access Scheme. Brief, anonymised biographies are available on the IAPS website at <https://iaps.uk/about/sas-current-pupils/>