**Dispensation Policy**

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| **Ysgol Gymraeg Llundain****London Welsh School****Review Date: October 2016****Next Review Date: October 2018** |

**Dispensation Policy – Ysgol Gymraeg Llundain**

It has been the policy of Ysgol Gymraeg Llundain to support families who have been unable to pay full fees and to never willingly turn away any pupils. The Board continues to uphold this policy and are committed to offering eligible parents means-tested support with the payment of school fees.

Dispensation support may be available depending on the financial, compassionate or other circumstances of applicants.

All such awards are subject to annual testing of parental means and may be varied upward or downward depending on circumstances. Dispensations are awarded at the discretion of the Board, who are also responsible for the management and coordination of the process.

***The Application Process***

This process is the same for new pupils and for Parents or guardians with a child(ren) at the School whose financial circumstances suddenly change.

***Step One***. An application must be made in writing to the Board.

***Step Two***. Assessment of each application in order to establish the level of support required. Parents/guardians seeking a dispensation are required to complete an application form, which seeks to establish the financial circumstances of the household. The form requests details of income and capital and must be accompanied by full documentary evidence.

***Step Three***. Consideration of all applications by the Board’s dispensation sub-group.

***Step Four***. Parents/guardians to be advised of their suitability for a dispensation.

***Step Five***. Parents/guardians are then required to sign an agreement accepting the award and the terms and conditions related to it.

***Eligibility for Awards***

The amount of the bursary award is based solely on the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the School’s ability to fund these within the context of its overall financial situation.

The School considers that indications of wealth such as the following would not be consistent with the receipt of a dispensation:

* frequent or expensive holidays;
* new or luxury cars;
* investment in significant home improvements;
* a second property/land holdings;
* other expensive lifestyle choices.

Applications for Bursaries should be addressed to:

Address: Ysgol Gymraeg Llundain, Hanwell Community Centre, London Westcott Crescent, Hanwell W7 1PD
Phone: 020 8575 0237

Email: governors@ysgolgymraegllundain.co.uk

**Annual Review**

All dispensation awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances.

**Confidentiality**

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.