



# Bursaries Policy

**Review cycle:** Two Years

**Last Review Date:** June 2025

**Next Review Date:** June 2027

**Staff responsible:** Colleen Woodley, Bursar

**Committee responsible:** Finance and General Purposes

**(This policy applies to the whole School including EYFS)**

## **BURSARIES POLICY**



1. All bursaries will be fully means-tested, to a formula agreed by the Governing body, taking into account the income, assets and circumstances of the family and the School's assessment of the benefit to the pupil. In the most financially restricted and traumatic family circumstances, for the most deserving pupils, bursaries of up to 100% of fees may be available. All Bursaries are confidential and families are expected to keep the details of their Bursary confidential. The Finance & General Purpose committee considers and approves bursary applications on a case by case basis.
2. Potential Pupils. The usual admissions process of registering the child and paying the registration fee should be followed. At the time that the school is able to offer a place, parents may apply formally for bursary assistance and will be provided with a full application form.
3. Current Pupils. When families experience significant and unexpected changes in their circumstances, as a result of which they are struggling to pay the full fees, parents of current pupils may apply to the Bursar for bursary assistance and will be provided with a full application form.
4. Bursary awards are reviewed annually to take into account changes in family circumstances and demands on the finances of the School. Parents will be provided with a new bursary application form for the following Academic year, for completion during the Spring term.
5. The Governors have directed that the funds made available to support school fee discounts, including bursaries for each academic year will be in the region of 3-5% of expected fees income for that year.
6. The Finance & General Purpose Committee, on behalf of the Board of Governors, will conduct an annual review of bursaries awarded, the formulas used and the percentage of fees income available to support bursaries. The Governors reserve the right to amend any award on an annual basis.
7. Should any information disclosed in response to the bursary application become inaccurate at a later date, the School must be informed without delay. Failure to divulge a change in circumstances could lead to a Bursary being withdrawn or withheld.
8. The School respects the confidentiality of families to whom Bursary Awards are made and recipients are expected to do likewise.
9. If the balance of the pupil's account remains unpaid 28 days after a written reminder has been sent to the parents or if a pupil or a parent has not complied with the obligations or conditions of the Parent Contract, the Bursary award may be withdrawn.

**Review period: Bi-Annual**

**Reviewed by: Bursar**