



BRANWOOD  
PREPARATORY  
SCHOOL

## BURSARY POLICY

<b>Version</b>	2 (Version 1 March 2013)				
<b>Policy reviewed on</b>	September 2016				
<b>Policy Written by</b>	Miss Best (Bursar)				
<b>Policy seen by Governor on  (date / signature)</b>					
<b>Policy Review Date</b>	September 2017				

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**



# Bursary Policy

## 1.0 Rationale

1.1 The Governors of Branwood Preparatory School recognise that certain financial and personal circumstances can result in parents being unable to maintain the continuous payment of fees throughout their child's education.

1.2 The Governors are committed to broadening access to the School by offering means-tested support towards the payment of school fees to eligible parents/guardians.

## 2.0 Aim

2.1 This policy aims to outline the application process and eligibility criteria for bursary awards.

## 3.0 Availability of Bursaries

3.1 There is no specific bursary fund in place at Branwood, as the school prides itself on offering a competitive fee structure throughout the school.

3.2 If any financial support is given to parents, it is referred to as a Bursary and will be awarded in the form of a discount of up to 50% on tuition fees, depending on the financial, compassionate or other circumstances of applicants.

3.3 Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending upon the parental circumstances. The scale of awards is reviewed annually by the Governors to reflect any changes in fee costs.

3.4 Requests for financial support usually fall into two categories:

- New prospective applicants successful in taking a publicised Entrance Examination to the School where parents/guardians are unable to fund the tuition fees.
- Existing pupils where a change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

## 4.0 Factors for Consideration

4.1 The Governors will consider a number of factors when making a judgement as to the justification for support, and the extent of such support.

4.2 The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of the 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 budget. However, the School has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors will be considered in determining the necessary level grant will include:

- Whether there are reasonable opportunities to release any capital from assets. Capital savings and investments will be taken into consideration and would be expected to be used for the payment of the school fees, as would equity value in houses.
- In cases of separation, the assumption will be that both parents will be expected to contribute, and complete the application form, unless there is clear documentary evidence to the contrary. The assets of any co-habiting partner will also have a bearing and may be taken into account.
- Where fees are being paid to this or other schools the School bursary will take into account all these outgoings.

## **5.0 The Application Process for New Applicants to the School**

5.1 Bursaries may be made available to parents/guardians of children entering the School and they are awarded at the discretion of the Governors. The Bursar is responsible for the management and co-ordination of the process.

5.2 Parents/guardians seeking a bursary are required to write a letter and complete an application form (please see Appendix 1) which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, must be accompanied by full documentary evidence as outlined in the application form. The completed letter and form, together with the necessary documentary evidence, is to be submitted to the Bursar upon request.

5.3 All applications are assessed in order to establish the likely level of support which will be required in order to allow the child to attend the School.

- A recommendation is prepared in accordance with the School's scale of awards and is presented to the Governors by the Headmistress and the Bursar for approval.
- The parents/guardians are advised whether their child is to be offered a Bursary as soon as possible after the Governors decision.
- If the child is offered a place at the School parents/guardians are then required to sign a letter accepting the place at the School and an acknowledgement agreeing to the terms and conditions relating to the bursary.

## **6.0 The Application Process for Existing Pupils at the School**

6.1 Where there has been a sudden change in family financial circumstances, parents/guardians with a child at the School may apply for a bursary to the Bursar who will raise the matter at the next Governors Meeting.

6.2 Families who have been granted a bursary will be issued with repeat means-testing forms at Easter each year for discussion by the Governors at their June Meeting.

## **7.0 Annual Review**

7.1 All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on the parental circumstances. The Headmistress and Bursar, in making their recommendation have the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the School, for example by the late payment of any contribution they are making to the fees.

## **8.0 General Conditions**

8.1 The School respects the confidentiality of bursary awards, and of all related information, and recipients are expected to do likewise.

8.2 The School will make every effort to recover lost fees if it is discovered that a falsified claim for a bursary has been made.

8.3 In assessing a child's suitability, attention will be given to the academic assessment result of each applicant. In addition future potential will also be considered as well as actual and previous achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Headmistress, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities of the School. Each applicant should meet the School's normal academic requirements. Previous school reports will be consulted.

8.4 It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:

- Where a child has siblings at the School.
- Where the social needs of the child are relevant.
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a separation might result in the child having to be withdrawn from the School adding to the stress of coping with the parents'/guardians' separation.

## APPENDIX 1 – Application Form

Please make sure that you answer all the questions below as fully as you can before signing the declaration and returning the completed questionnaire. A letter in support of this application is also requested. Failure to complete both aspects of this request will result in the application being returned to you and the process being delayed.

### PERSONAL DETAILS

Full name of pupil(s)	Date(s) of Birth	Date(s) of entry
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### PARENT DETAILS

Parent/Guardian 1	Parent/Guardian 2
Name in full (including title)	Name in full (including title)
Relationship to pupil	Relationship to pupil
Address	Address
Postcode	Postcode
Contact telephone number	Contact telephone number
Mobile number	Mobile number
Occupation	Occupation

### DETAILS OF DEPENDENTS

	Parent/Guardian 1	Parent/Guardian2
<b>Child one</b>		
Name		
Date of Birth		
School attends		
<b>Child two</b>		
Name		
Date of Birth		
School attends		
<b>Child three</b>		
Name		
Date of Birth		
School attends		

### **YOUR OUTGOINGS**

	Parent/Guardian 1	Parent/Guardian 2
Mortgage payments on principal residence		
Rent on principal residence		
Pension contributions		
Life policy and other insurance policies		
Loans and credit cards		
Income tax		
Household expenses		
Total		

### **YOUR CAPITAL ASSETS**

	Parent/Guardian 1	Parent/Guardian 2
Property		
Total		

## YOUR INCOME

	<b>Parent/Guardian 1</b>	<b>Parent/Guardian 2</b>
Net monthly salary		
Interest on savings		
Dividends from shares (including any company of which you are a director)		
Rent from owned property		
Pension		
Money from second job		
Money from others in household		
Income support		
Jobseeker's allowance		
Child maintenance/Tax credits		
Income from other assets		
Income from any other source of income		
<b>TOTAL</b>		



<b>Version</b>	<b>Date of Review</b>	<b>Reviewer</b>	<b>Changes made</b>
2	September 2016	Miss Best	Change to the lay out of the policy. To ensure that the policy is current and up to date.