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# Introduction

**Glebe House School**

**Bursary Policy**

* 1. The governors of Glebe House School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of the School’s fees. Such support is known as a bursary, and bursaries may be awarded in the form of a discount of up to 100 per cent on tuition and/or boarding fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.
  2. Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Awards are made on the basis of a completed confidential Statement of Financial Circumstances. The assessment determines the appropriate level of parental contribution in relation to their resources and thus the level of award that will be offered. The level of awards is dependent on parents’/guardians’ circumstances (e.g. their savings, investments and realisable assets as well as their income, the size of their family, any other persons dependent upon them) and may also be influenced by compassionate or other pertinent circumstances.
  3. Requests for financial support usually fall into two categories:
     1. New applicants to the School where a place has been offered or a place is requested but parents/guardians are unable to fund the tuition fees.
     2. 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parents’/guardians’ circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

# New Applicants to the School

* 1. **Awareness**

Information provided by the School alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of the school fees is included in:

* the School prospectus.
* the School website.

# The Application Process

Bursaries may be made available to parents/ guardians of children entering Reception and above of Glebe House School. They are awarded at the discretion of the Governors’ Finance Committee and the Bursar is responsible for the management and coordination of the process.

* + 1. Parents/guardians seeking a bursary are required to contact the Bursar no more than one year ahead of the date of entry to notify of their intention to apply for bursarial assistance. An application form will be provided for completion by the deadline for that academic term.
    2. The form, which requests details of income and capital, must be accompanied by full documentary evidence and must be returned by the deadline given.
    3. In addition to the statement of financial circumstances provided, the school reserves the right to sanction an independent assessment, during which the likely level of bursarial support is established. This occurs in circumstances where the Finance Committee need more information to make an award. This assessment may involve the independent assessor visiting the parents’/guardians’ home to ensure the information submitted by the parents/guardians has been correctly interpreted and stated.
    4. The finance committee meets regularly and the result of their decision regarding bursaries will be shared with the applicants within the fastest timeframe possible.
    5. Parents/guardians are then required to confirm in writing aloing with the agreed deposit within two weeks, their acceptance of the bursary, and to complete an acknowledgement agreeing to any conditions relating to the bursary.

# The Case for Assistance

The Bursary Committee will consider a number of factors when making the judgement as to the justification for support and the extent of such support. In the main, the child’s suitability for the School is the first consideration in granting support.

* + 1. Financial limitations

The amount of the Bursary award is primarily influenced by the extent of need and the suitability of the child. 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 what is viable within its overall budget.

It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursary support is well-focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of bursarial support will include:

* + - 1. the ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children of pre- school age or other dependants, or the requirements of their partner’s work.
      2. opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
      3. in cases of separation, the contribution made by the absent parent.
      4. the contribution to household costs made by other family members, any adults unrelated to the child or by outside sources.
      5. where fees are being paid to other schools or universities.

Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:

1. frequent or expensive holidays;
2. new or luxury cars;
3. investment in significant home improvements;
4. a second property/land holdings.
   * 1. Other factors

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

* + - 1. where a child has siblings at the School.
      2. where the social needs of the child are relevant (e.g.: may be suffering from bullying at their present school).
      3. where a parent or guardian is terminally ill or is unable to secure permanent employment due to poor health.
      4. where a parental or guardian separation has resulted in the child having to be withdrawn from the school adding to the stress of coping with the separation.
      5. Any other exceptional circumstance as decided by the Head or Head of Governors

# Existing Pupils - Change in Family Circumstances

* 1. Within overall budget funding, the School will, in normal circumstances, seek to assist parents/guardians in cases of sudden, unforeseen need.
  2. Parents or guardians with a child at the School whose financial circumstances suddenly change for the worse may apply for a bursary, explaining their situation and using the forms provided.
  3. Such awards are subject to the availability of funding and cannot be guaranteed

# Annual Review

* 1. All bursary awards are subject to repeat testing of parental means annually and may be varied upwards or downwards depending on parental circumstances.
  2. Current bursary holders will be issued with repeat means-testing forms at the beginning of March each year for return by the end of the month. For those previously in receipt of bursaries, the Bursary Committee has the discretion to reduce or withdraw an award 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.

# Confidentiality

* 1. The School respects the confidentiality of bursary awards made to families, and recipients are expected to do likewise. Any bursary awarded will be retracted should this confidentiality be broken.

# Other Sources of Bursary Assistance

* 1. In addition to the School’s bursary fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. Glebe House School encourages parents or guardians to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the Bursar.

Author Headmaster

Date September 2021

Approved by Finance Committee

Date September 2021

Approved by Governing Body

Date

Review due September 2022