

BURSARY POLICY

Board of Trustees Approved: February 2021

Date of next review: February 2022

Reviewed by: The Principal and the Finance and Resources Committee

This policy will be reviewed every year and at every review the policy will be shared with the full Board of Trustees.

General definitions

Throughout this policy, *Wynstones* means Wynstones school and will be used interchangeably with *school* and *the school*; *parents* includes guardians, carers and those with parental responsibility for children entering the school; *students* will be used throughout.

Regulatory and publication context

Independent schools are not required to have a website, but are required to make policies and information available to parents upon request, in line with the [Education \(Independent School Standards\) Regulations 2014](#).

Wynstones systematically chooses to publish its policies online, in order to enable ease of access for parents, and to participate in the wider social discourse on appropriate, effective and fair educational provision.

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1 General

The Board of Trustees of Wynstones are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a social inclusion bursary and these may be awarded in the form of a discount of up to 50% of tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Social Inclusion Bursaries will be funded by the receipt of external donations specifically for this purpose. The number of bursaries and their value awarded each year will depend on the level of donations received. bursaries will not be funded from school fees revenue.

The Bursary Policy is regularly reviewed and adjustments made according to the schools' objects. Bursary awards are subject to repeat testing of parental means. Financial assessments are made for the point of entry to the school. Parents/carers are required to confirm that there have or have not been any changes to their financial circumstances every year. Bursaries may be varied upwards or downwards, depending on parental 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 like factors), as well as compassionate or other pertinent considerations. Further detail about this is in the paragraphs below.

Wynstones has engaged an external company, Bursary Administration Ltd, to consult with parents/carers to establish the financial basis for the application for a bursary.

2 Application Process

The application process for bursaries may be made available to parents/carers of children entering any year-group of Wynstones. All bursaries are awarded at the discretion of the Board of Trustees, and the Director of Finance and Resources is responsible for the management and coordination of the process. The selection of bursary recipients will be by the Bursary Panel, consisting of two members of the Board of Trustees and two independent, external members.

2.1 Step One (from 1 June 2021):

Parents/carers seeking a bursary are required to complete a Bursary application form, available from the school website or from the Director of Finance and Resources, 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 and sent to Bursary Administration Ltd.

2.2 Step Two:

On behalf of Wynstones, Bursary Administration Ltd will carry out a detailed analysis of parental/family means to pay the fees. This process may involve a home visit and a meeting with the parents/carers. Bursary Administration Ltd will provide a financial report to the school.

2.3 Step Three:

The Director of Finance and Resources prepares a recommendation to the Bursary Panel and a decision on the level of the bursary that may be offered is then reached.

2.4 Step Four (By 30 June 2021):

After completing and passing the relevant assessments for entry into the school, an offer of a place to a new pupil will be made and this will, whenever possible, be accompanied by a bursary award.

2.5 Step Five:

Parents/guardians are required to sign a letter accepting the place at the school and an acknowledgement agreeing to the particular conditions relating to the bursary. The completion of the acceptance form and payment of deposit forms the parent/school contract.

3 The Case for Assistance

The Bursary Panel 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, following which, financial hardship will be the main basis for the award of a bursary.

4 Suitability

In assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but academic potential and potential in other areas will also be considered.

Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the Wynstone's provision. Each pupil to whom support is offered must, in the opinion of the Principal of Wynstones, be likely to make sound progress following admission. In normal circumstances, each applicant should meet the schools' usual academic standards. Previous school reports, if applicable, may be consulted for evidence of good behaviour.

5 Financial Limitations

The amount of the bursary award is not influenced by the level of the academic ability of the child but by 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 budget and the level of donations received. 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 bursaries are appropriate. Therefore, as well as current earnings, other factors that may be considered in determining the necessary level of grant will include:

- The ability to improve the financial position or earning power of the family. For example, where there are two parents/carers or partners with formal custody, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work;
- 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. Equity can be released;
- In cases of separation, the contribution made by the absent parent/carers;
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources;

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

- Frequent or expensive holidays;
- New or luxury cars;
- Investment in significant home improvements;
- A second or additional property/land holdings;
- Significant investment plans;

6 Other Factors

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

- Whether a child has siblings at the school;
- Whether the social needs of the child are relevant (eg: may be suffering from bullying at their present school);
- Whether a parent/carer is terminally ill or is unable to secure permanent employment due to poor health or if the family suffers a bereavement;
- Whether a separation has resulted in the child having to be withdrawn from the school adding to the stress of coping with the parents/carer separating.

7 Existing Pupils - Change in Family Circumstances

Wynstones recognises that family circumstances can change and this can result in a sudden or unforeseen need for assistance. Parents/carers with a child at the school whose financial circumstances suddenly change may apply for a bursary to the Director of Finance and Resources, explaining their situation. A meeting between the Director of Finance and Resources and the parents/carers to ascertain how the school may be able to help should be scheduled. Very often changes in circumstances result in a temporary problem rather than an enduring one. If there is still a need for a bursary, then this would be subject to the availability of funding and cannot be guaranteed.

8 Annual Review

Bursary awards are subject to confirmation of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be asked to confirm in writing that there has not been any material change to their financial circumstances at the beginning of September each year, for return by the end of the month. For those previously in receipt of a bursary, the Principal, in consultation with the Director of Finance and Resources, will have the discretion to recommend to the Bursary Panel to reduce or withdraw an award not only where a pupil's progress,

attitude or behaviour has been unsatisfactory but also where the parents/carers have failed to support the school, for example by the late payment of any contribution they are making to the fees.

9 Confidentiality

The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. Parent's/carer's personal data has to be processed during a bursary application process and the relevant privacy notices can be found on the school's website.

10 Other Sources of Bursary assistance

In addition to the school's Bursary Fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. Wynstones encourages parents/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 Educational Trusts' Forum / Educational Grants Advice Website: www.educational-grants.org
- Royal National Children's Springboard Foundation 7 Grosvenor Gardens Westminster London SW1W 0BD Tel: 020 3405 3630: www.royalspringboard.org.uk
- Buttle UK 15 Greycoat Place London Westminster London SW1P 1SB Tel: 020 7828 7311: www.buttleuk.org