

## **ROKEBY BURSARY POLICY**

<b>Member of Staff Responsible</b>	<b>Bursar</b>
<b>Date of Policy</b>	<b>November 2018</b>
<b>Date for review</b>	<b>November 2020</b>
<b>Approved By Governors</b>	<b>Yes</b>
<b>Distribution:</b>	<b>School Website</b>

### **INTRODUCTION**

The Governors of Rokeby School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of fees. This opportunity is not unreasonably restricted. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 100% on tuition and other fees payable, depending on the circumstances of applicants.

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 at the discretion of the Finance Committee, who will calculate award levels in relation to a family's financial circumstances.

Requests for financial support usually fall into two categories:

- New applicants to the school, where a place has been offered but parents/guardians are unable to fund the tuition fees and/or other costs in full or part.
- 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parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

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#### **I. New Applicants to the School**

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 schools fees is included in:

- The School's Prospectus.

- The School website.
- The Independent Schools Council

## **2. PROCEDURE.**

Bursaries are only made available to parents/guardians of children entering after the age of 7 (Year 3 and above). It is important that parents make the school aware of their intention to apply for a bursary before their child takes an assessment. The awards are made at the discretion of Finance Committee

- Step One. Parents/guardians seeking a bursary are required to make their need for a bursary known on the admissions form. They should then contact the Bursar who will arrange a meeting to discuss the situation.
- Step Two. Once a pupil has completed their academic assessment for the school and a place is to be offered, the school will contact the parent and let them know if they are able to apply for a bursary ( see section below on Suitability)
- Step Three. The school uses an outside provider to establish the likely level of support which will be required in order to allow the child to attend the School. This will involve a visit to the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- Step Four. The Bursar prepares a recommendation which is considered by the Finance Committee and a recommendation is then reached for approval by the Board.
- Step Five. The parents/guardians are advised whether their child is to be offered a bursary.
- Step Six. Parents/guardians are then required to sign a letter accepting the bursary and agreeing to any conditions relating to the bursary.
- Step Seven. The offer of a place is then offered and a deposit will be required on acceptance. Please see the Parent Contract for details of the terms and conditions when accepting a place at Rokeby School.

## **3. The Case for Assistance.**

The Finance 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.

- 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 extra-curricular areas will also be considered as well as actual 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 Head, 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 on offer at the school. In normal circumstances, each applicant should meet the school's normal academic

requirements. Previous school reports will be consulted for evidence of good behaviour.

- 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. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal.
- Other Factors. It is recognised that, in addition to academic ability and financial constraints, there may be other personal circumstances which should be considered.

#### **4. Existing Pupils - Change in Family Circumstances**

Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Bursar. Such awards are subject to the availability of funding and cannot be guaranteed.

#### **5. Annual Review**

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be contacted by its external provider during June and a report will be sent to the school and the school will send a letter to the parents confirming the level of bursary. For those previously in receipt of bursaries, the Head and Bursar, have the discretion to withdraw 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.

#### **6. Confidentiality**

The School expects the confidentiality of applicants and receivers of bursary awards made to families.

#### **7. Other Sources of 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. Rokeby School 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

Website: <http://educational-grants.org>

#### **8. Concessions**

Details of Sibling and Staff discounts can be found in the concessions policy.

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