



## **The Prebendal School – Bursary Policy and Scholarships Policy**

### **Aim**

The Governors of The Prebendal School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees for children who are new applicants to the school and have had a place offered but the parents/guardians are unable to fund the tuition fees and also for 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parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education. Such support is known as a Bursary and these may be awarded in the form of a discount on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

The aim of the school in providing awards is to provide the opportunity for independent school education to all eligible children. People unable to pay full fees are not excluded from the opportunity to benefit from The Prebendal School, whether or not they chose to actually take up the opportunity. Awards are clearly linked to the school's charitable aims and the powers of the Governors.

The maximum award from the school is 50% which may be comprised of a sibling bursary and one other award. In cases where more than one scholarship is offered for different skills then only one may be accepted.

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 prospectus.
- The School website.
- The local press by means of advertisements.

### **Bursarial Awards**

Bursarial awards are made in the spirit of the Charity Commission's guidance on public benefit and are intended to include families who would not for financial reasons otherwise send their children to The Prebendal School. Bursarial awards are made with the purpose of widening access to the school and additionally, any parents/legal guardians whose financial position

worsens may apply for an award. However, there are limited funds for Bursarial awards and not all applications will be successful.

### **Means Tested Bursaries**

Application for a Bursary is made through the completion of a questionnaire by the parents/legal guardians which requires disclosure of all income and capital assets and provision on documentary evidence in support of the answers.

A fair and objective criteria is applied to the answers in the questionnaire and awards are made on the basis of The Prebendal School Scale of Awards, which sets out award levels in relation to a family's financial circumstances. The Scale of Awards is reviewed and revised annually by the Bursar to reflect any changes in fee costs. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual 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 like factors), compassionate or other pertinent considerations. Recommendation made to the Governors for their agreement before an award is made. Should an offer be agreed by the Governors, an offer letter containing the Conditions of the Award which support the parent contract will be sent to the parents/legal guardians with a confirmation form for them to sign in agreement of the Conditions.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances.

Further information on Means Tested Bursaries and the application, award and review processes is at Annex A.

### **Sibling Bursaries**

Sibling Bursaries are awarded to any child who has an older sibling in the school for the duration that this arrangement exists. A second child will be in receipt of a 5% Sibling Bursary and 3<sup>rd</sup> will be in receipt of a 10% Sibling Bursary and then the Sibling Bursary rises in 5% increments for subsequent children.

### **Music Scholarship**

Each year, music scholarships of up to 50% of fees, with free tuition for one musical instrument, are available at the Head Master's discretion.

### **Academic Scholarship**

Each year, academic scholarships of up to 50% of fees, are available at the Head Master's discretion. These scholarships are means tested.

## **Choral Scholarship**

Choral Scholarships of at least 50% of fees are granted to probationers and choristers by the Dean and Chapter who will also pay for piano tuition.

## **Scholarship Awards from Year 7**

For both internal and external candidates entering Year 7 each year 2 sports, 2 art and 2 academic awards worth up to 15% of the day fees are available at the Head Master's discretion. These scholarships are means tested and applications should be made to the Director of Studies. Assessments for these awards take place during the Lent Term of Year 6.

**Annex A to The Prebendal School**  
**– Bursary Policy and Scholarships Policy**

**MEANS-TESTED BURSARIES**

**The Application Process.**

Bursaries may be made available to parents/guardians of children entering The Prebendal School. They are awarded at the discretion of the Governors and the Head Master and the Bursar who are responsible for the management and coordination of the process.

- Step One. Parents/guardians seeking a bursary are required to complete an application form 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. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar.
- Step Two. The Bursar assesses all applications in order to establish the likely level of support which will be required in order to allow the child to attend the School.
- Step Three. The Bursar prepares a recommendation in accordance with the Prebendal School Scale of Awards which is considered with the Head, presented to the Governors and a decision is then reached.
- Step Four. The parents/guardians are advised of whether there is a Bursary offer.
- Step Five. Parents/guardians are then required to sign an acknowledgement agreeing to the conditions relating to the bursary.

**The Case for Assistance.**

The Head and Bursar 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 potential 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 may 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 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 grants are well focussed and so, as well as current earnings, other factors which will 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 partners, 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.
  - In cases of separation, the contribution made by the absent parent.
  - Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
  - Where fees are being paid to other schools (or universities) the School's grant will take into account all these outgoings.
  - 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 property/land holdings.
- 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:
  - Where a child has siblings at the School.

- Where the social needs of the child are relevant (e.g.: may be suffering from bullying at their present school).
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating.

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

Within overall budget funding, the School will for cases of sudden, unforeseen need or where applications meriting bursary assistance receive applications out of the normal calendar cycle for bursary submission, scrutiny and award. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Head Master/Bursar, explaining their situation and using the forms which will be provided. Such awards are subject to the availability of funding and cannot be guaranteed.

### **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 issued with repeat means-testing forms at the beginning of the anniversary month each year for return by the end of the month. For those previously in receipt of bursaries, the Head and Bursar, in making their joint 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.

### **Confidentiality**

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

### **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. The Prebendal 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 *and also* The Joint Educational Trust  
6 Lovat Lane  
London EC3R 8DT  
Email: [admin@jetcharity.org](mailto:admin@jetcharity.org)  
Website: [www.jetcharity.org](http://www.jetcharity.org)