

BROCKWOOD PARK SCHOOL

BURSARY POLICY

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Policy endorsed by	The Trustees & School Management Committee
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1. Introduction

The Governors of Brockwood Park School 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 bursary and bursaries may be awarded in the form of a discount on tuition fees payable.

Bursary awards are subject to repeat testing of parental means each year and may be varied from one year to the other depending on parental circumstances, individual parents/guardians, compassionate or other pertinent considerations. 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.
- 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parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

2. Eligibility and Procedure

Bursaries will be made available to parents/guardians of children upon request.

Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form requests details of income and capital (must be completed in pound sterling) and must be accompanied by full documentary evidence. It is critical that parents answer all the questions carefully and in full and ensure the supporting documents/evidence are marked clearly.

Bursaries are discretionary and are awarded on an annual basis only to parents who are financially eligible and who meet the application requirements. Should any of the information disclosed in response to the questionnaire become inaccurate at a later day, the School must be informed in writing without delay. For example, should the financial position of parents improve, they must inform the Bursar as soon as possible. Failure to divulge requested information or a change in circumstances to the School could lead to the recipient being disqualified from receiving bursary assistance with immediate effect. For returning students, no bursary can be awarded where uncleaned or outstanding debt exists.

The completed forms, together with the necessary documentary evidence, are to be submitted to the School by email: accounts@brockwood.org.uk. The deadline for submitting the bursary application will be communicated to the applicant as part of the admission process.

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. This may involve the Bursar contacting references or visiting the parents'/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. The School may at its discretion request additional information from parents at any time. Any such request should be made in writing by the Bursar. The School will only request information it believes to be relevant to the application for or continuation of an award of a bursary.

Applications are considered by the School Management Committee and applicants will be notified by letter normally within 6 weeks.

3. Provision of Information by Parents

Bursary funds are limited and the School has a duty to take all reasonable steps to ensure their correct allocation. It is expected that parents shall exercise integrity and honesty at all times when making an application for a bursary or in complying with their continuing obligation to immediately disclose any information which may affect the making of an award or its continuation. A bursary award would not be knowingly given by the school in cases where an applicant who has not or would not fulfil these expectations.

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 focused 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.

The Grant may be withdrawn or reduced if:

- Parents/guardians acts in breach of the School's Terms and Conditions attached to the Acceptance Form for our/my child at the school;
- Parents/guardians have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
- Parents/guardians have failed to produce any additional information required by the School to evidence our/my financial circumstances;
- In the opinion of the School Management Committee, the student's attendance, progress or behaviour no longer merits the continuation of the award;
- Parents/guardians are more than [28] days in arrears in respect of any amount due and owing to the School;
- There is a material change in parents/guardians financial circumstances;
- The School's resources are insufficient to maintain the level of award.

The Grant will be withdrawn and the value of any amount of the Grant previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Grant.

Please also note if you wish to withdraw your child from the school, you must give the Co-Chairs a term's notice in writing to that effect. If this notice is not given, you have to pay the school a term's fee in full in lieu of notice. This means that if for example you plan to withdraw your child at the beginning of the autumn term, you need to notify us in writing on or before the first day of the preceding summer term or pay the fees in lieu of notice referred to above. Fees in lieu of notice is due in full and is not limited to the parental contribution in the case of a scholarship, bursary or other award or concession. The parents acknowledge that the requirement to pay one Term's Fees in lieu of Notice is necessary to promote financial stability at the school and to enable it to plan its staffing and other resources.

4. Confidentiality

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

5. Other Sources of Bursary Assistance

In addition to the Schools' bursary fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. You can see below three examples of such educational and charitable trusts. 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. Brockwood Park School and Inwoods Small School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance.

The Educational Trusts Forum www.educational-grants.org

The Royal National Children's Foundation www.rncf.org.uk

The Vegetarian Charity <https://www.vegetariancharity.org.uk>