



Bursary Policy Redcliffe School

Overview

This policy is authorised by the Governing Body of Redcliffe School ("the School"). Its status is advisory only. It is addressed to parents of pupils and of prospective pupils and to all members of the teaching and administration staff. This policy contains an overview of the Bursary Scheme applied by the School. The policy, together with all ancillary documentation including a financial means questionnaire, is made available to all parents and prospective parents on request.

The Redcliffe School Bursary fund has been set up for children who would benefit from an education at Redcliffe but whose parents are unable to support the full cost of Redcliffe school fees. Where bursaries are awarded they are in the form of a discount of up to 100% on tuition fees payable and may include some other extra-curricular costs (see later). Bursaries would be reviewed annually to take into account changed personal circumstances but would generally be payable for the whole of the pupil's education at Redcliffe.

The aims of the Bursary would be;

- To widen pupil access to Redcliffe School and ensure that a Redcliffe education is available to children from a broader spectrum of society.
- To comply with the Charity Commission's public benefit requirements.
- To work with appropriate educational charities, LEA's and individual schools to consider pupils for entry to Redcliffe who might not otherwise have the opportunity to benefit from a Redcliffe education.

Introduction

The School is a registered charity that is committed to providing significant public benefit and School is aware of its obligations under the Charities Act 2006 and seeks to adhere to the public benefit principles identified by the Charity Commission. This policy is reviewed on an annual basis to take into consideration the latest guidance from the Charity Commission and any other factors relevant to this policy.

The School's Bursary Scheme covers **Admissions Bursaries** for the parents of new pupils. The Scheme is designed to assist parents or prospective parents on low incomes who for financial reasons might otherwise be unable to send their child to the School. This is presently defined as incomes in the order of £35,000 per annum or less. Please note that financial assets and liabilities will also be taken into account in the financial assessment process. Bursaries are entirely means tested and are awarded on an annual basis to parents who are financially eligible and who meet the application requirements set out below in full. Due to the limited financial resources of the School not every eligible application for a Bursary will be successful. All Bursary applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from a bursary unless informed by their parents. It is intended initially to offer up to 1 full Bursary per year. These Bursaries will offer up to 100% remission of tuition fees plus the full costs of appropriate extras such as school trips (see detail below).

Eligibility and Procedure

The following principles for administering the Bursary are suggested. There will be a Bursary fund available during each academic year. Closing dates for applications to the fund will be notified in advance. The closing date would generally be at the end of February prior to the September year of entry. Parents would then be informed as to the outcome of their application by 1st May. There may be circumstances in which these dates may need to be altered and candidate families for the Bursary fund would be informed of the changed closing date at least half a term in advance of that date. In exceptional circumstances, should a Bursary not have been awarded at the beginning of the school year, a Bursary may be awarded during a school year. The Bursary fund will be available to local external candidates of any age provided that places and funds are available. Potential pupils would be expected to fulfil the normal entry criteria for entry to Redcliffe School i.e. assessment at Redcliffe, interview with parents and satisfactory previous school reports received.

Completion of the confidential financial questionnaire

Parents applying for a Bursary would be asked to complete a detailed confidential financial questionnaire and attend an interview with the Bursary Committee. This committee will include the Bursar, a representative from the Governors and / or the Head. This interview may take place at the applicant's home or at school. The questionnaire is designed to provide a full picture of the income and assets of applicants so that the School's Bursary Committee can determine those to whom an offer of a Bursary would be most beneficial. Please note that families who may be classified as 'low income' but have substantial assets may be ineligible to receive a Bursary. In order to have their application for a Bursary considered by the Bursary Committee, parents must complete the questionnaire and provide the Bursar with any supplemental information that is requested. It is critical that parents answer all of the questions carefully and in full. All Bursaries are subject to an annual means-test review. Nevertheless, should any of the information disclosed in response to the questionnaire become inaccurate at a later date, the School must be informed without delay. Failure to divulge requested information or a change in circumstances to the School could lead to a Bursary being withdrawn or withheld.

Due to limited financial resources not every eligible application for a Bursary will be successful. Parents will pay for uniform and travel to and from school. One after school club, one sports club and required school visits may be paid for by the school. As far as is practical, this process of means testing will be treated as confidential. At no time during pupil's time at school will it be disclosed to parents or others who the recipients of Redcliffe Bursaries are. All staff that have access to information regarding bursaries would be clearly informed of the confidential nature of this information.

The Bursary will be advertised through our current parent body, on our web-site and through local publicity, and with appropriate educational charities.

Once parents have satisfied the financial requirements for a Bursary the final decision with regard to the suitability of a particular candidate for Redcliffe will be the Head's.

The Bursary Procedure for Entry – Notes for Parents

Parents of prospective pupils should visit the School and the Head and a date for assessment of the pupil should be set in the normal manner. Following the assessment procedure parents will be informed as to the outcome and, if successful, the offer of a place will be held open until the procedure set out below has been completed.

The deadline for Admissions Bursary applications is advertised in advance and would generally be during the Spring term for a September entry. All Bursary applications will then be considered and interviews with the Bursary committee will take place. The Head will notify applicants of whether they have been successful by letter generally by the end of the summer term for a September entry. The School can, however, accept referrals for Bursaries for assessment from suitable candidates and local schools, at any time. The School's decision would then depend on suitability and availability of both places and Bursary funds.

Successful applicants will then be sent a letter of offer specifying the conditions of award and requiring them to complete and sign an acceptance form. All Bursaries are awarded for one academic year and remain subject, throughout that period, to the conditions of award provided with the letter of offer. Provided that the financial circumstances of the applicant's family do not substantially change, Bursaries are generally granted for the whole of the time that the pupil remains at Redcliffe.

These are the steps that need to be taken by applicant families.

- **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, is available on request from the School and 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. This will involve the Bursary Committee meeting with the applicant family either at School or in the parents'/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- **Step Three.** The Bursary Committee prepares a recommendation.
- **Step Four.** The joint recommendation is presented to Governors for approval.
- **Step Five.** The parents/guardians are advised whether their child is to be offered a place at the School and of the Bursary offer.
- **Step Six.** Parents/guardians are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.

Authorised by THE BOARD OF GOVERNORS

Date 5th May 2009

Effective date of the policy September 2009

Circulation Governors / teaching staff / all staff / parents of pupils and of prospective pupils [on request] / appropriate charities and authorities

Status Advisory. This policy will be reviewed periodically and at least annually