



Harvington Prep School

Bursary Policy

Introduction

The Governors of Harvington Prep School are committed to broadening access to the school by offering to eligible parents/guardians of applicants of high potential, means-tested financial support with the payment of school fees. Such support, known as a Bursary, depends upon the financial, compassionate or other pertinent circumstances of applicants. While Bursaries are usually limited to up to 50% remission of school fees (excluding extras which are payable in full), in exceptional circumstances Bursaries of up to 100% fee remission may be awarded.

Bursary awards are subject to annual testing of parental means and may be varied upwards or downwards, depending on parental circumstances. Awards are made on the basis of a family's financial 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).

Requests for bursary 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parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

The Application Process

Bursaries may be made available to parents of children entering Harvington Prep School. They are awarded at the discretion of the Headmistress and under the monitoring of the finance committee.

- **Step One.** Parents who wish to apply for a bursary should request a Bursary application form from the school office. The form, which requests details of income and capital, must be accompanied by full documentary evidence, so that the financial circumstances of the household can be established. The completed forms, together with the necessary documentary evidence, are to be submitted to the Headmistress.
- **Step Two.** The Headmistress 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 and report back to the Bursary Committee.
- **Step Three.** A recommendation is agreed by the Bursary Committee and reported to the Finance Committee.

- **Step Four.** The parents are advised whether their child is to be offered a place at the School and of the Bursary offer, if any, is to be made.
- **Step Five.** Parents are then required to sign an Acceptance Form accepting the place at the school and the conditions of the bursary.

The Case for Assistance

The Bursary 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.

1. 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. Bursaries will not normally be considered for any Nursery aged children. 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, co-curricular activities on offer at the School.

2. Financial Limitations

The amount of the bursary award is based upon the extent of the family's financial 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 provision for bursaries. 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 awarded appropriately 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, 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 among other things, the following would not be consistent with the receipt of a bursary:
 - Second property/land holdings
 - Frequent or expensive holidays.
 - New or luxury cars.
 - Investment in significant home improvements.

3. *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.
- Where a parent/guardian is terminally ill or, because of poor health, is unable to secure permanent employment.
- Existing Pupils - Change in Family Circumstances. Within overall budget funding, the School will, in normal circumstances, set aside each year a Hardship Fund, for cases of sudden, unforeseen need. Parents with a child at the School whose financial circumstances suddenly change may apply for a temporary hardship award to the Head explaining their situation. Such awards are made in a timely way by the bursary Committee and subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to annual testing of parental means and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms each year. For those previously in receipt of bursaries, the Headmistress and Bursary Committee have the discretion to recommend the reduction or withdrawal of an award not only where a pupil's academic 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. Harvington Prep School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance.

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