



Walhampton

Awards Policy (Bursaries, scholarships and other fee discounts)

Drafted by: Finance Manager
Approved by: Finance Committee
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Means-Tested Bursaries

General

1. The Governors are committed to broadening access to the school by offering means-tested financial support with the payment of school fees to parents or guardians of children who would otherwise not have the opportunity to benefit from all that the school has to offer.
2. Means-tested bursaries may be awarded in the form of a discount of up to 100% on tuition fees payable, depending on the financial or other pertinent circumstances of applicants. The school makes potential applicants aware that such bursaries exist through its website and by means of advertisements in the local press from time to time.
3. Bursary awards are subject to repeat testing of parental means each year and are subject to change accordingly. Awards are made on the basis of examination of a family's financial circumstances through submission of a Bursary Application Form and supporting documentation. Factors that are considered include savings, investments and realisable assets, as well as income, the size of family, other dependents, compassionate or other considerations.
4. Requests for financial support usually fall into two categories:
 - a. 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parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.
 - b. New applicants to the school, where a place has been offered but parents/guardians are unable to fund the tuition fees.

The Application Process

5. Bursaries may be made available to parents/guardians of children entering any year group of the school. We reserve the right to limit the number and value that we offer for children in certain year groups.
6. Bursaries are awarded, within a budget set by the Governors, at the discretion of the Head on advice from the Bursar and Finance Manager. The Finance Manager is responsible for the management and co-ordination of the following process:
 - a. Step One. Parents/guardians must complete an application form, available from the Finance Manager, which seeks to establish the financial circumstances of the household. The form requests details of income, expenditure and capital resources. The completed forms, together with the necessary documentary evidence, are to be submitted to the Finance Manager no later than the first day of the summer term in any year for bursaries to start the following September.
 - b. Step Two. The Finance Manager 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 Finance Manager, or his representative, visiting the parents'/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
 - c. Step Three. The Finance Manager makes recommendations to the Head and Bursar regarding the number and size of awards possible based on what the school can likely afford.
 - d. Step Four. The Board of Governors approves an overall amount to be awarded in means-tested bursaries as part of their annual budget approval in the Summer Term.
 - e. Step Five. The parents/guardians are advised whether their child is to be offered a bursary and the level of award made.
 - f. Step Six. Parents/guardians are required to sign a letter accepting the place at the school and an acknowledgement agreeing to any additional conditions relating to the bursary.

The Case for Assistance

7. The Head, Bursar and Finance Manager will consider a number of factors when making a judgement as to the justification for support, and the extent of such support. These include:

- a. **Suitability.** In assessing a child's suitability, consideration will be given to his or her potential to thrive at Walhampton. Bursary funds are limited and those judged most suitable will be given the highest priority. 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. Previous school reports, where available, will be consulted for evidence of past performance and behaviour.
- b. **Financial Limitations.** The amount of the bursary award is not influenced by the level of the academic ability of the child but by the financial need. Each case is assessed on its own merits and awards are made accordingly, subject to the school's ability to fund them. 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 but not be limited to:
 - i. 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.
 - ii. 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.
 - iii. In cases of separation, the contribution made by the absent parent.
 - iv. Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
 - v. Where fees are being paid to other schools (or universities) the school's grant will take into account all these outgoings.

Existing Pupils - Change in Family Circumstances

8. Within overall bursaries funding the school tries to set aside a small contingency for cases of sudden, unforeseen need or where applications meriting bursary assistance are received outside of the normal calendar cycle for submission, scrutiny and award. Parents/guardians with a child at the school whose financial circumstances suddenly change may apply for a bursary, explaining their situation in a covering letter to the application form. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

9. All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards as a result. Current bursary holders will be issued with repeat means-testing forms alongside their Summer Term invoice, for return by the end of April. For those previously in receipt of bursaries, the Head has the discretion to reduce or 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 fees.

Confidentiality

10. We expect that recipients will not disclose any details of an award to any third party without the prior approval of the School. Failure to maintain this confidentiality may result in the immediate withdrawal of the award.

Scholarships

General

11. The Governors are keen to encourage academic and sporting excellence. In furtherance of this aim an annual allowance of funds is made for the award of scholarships to encourage the recruitment and retention of gifted children.

Assessment and Award

12. Internal and external candidates in Year 6 are encouraged to apply in January of each year. Children sit papers in the Spring Term and those scoring above a pre-determined threshold in one or more areas are awarded a scholarship commencing in the following Summer Term. Typically the value of the award is proportionate to the number of areas in which the child has excelled.
13. Exceptionally, the Head may make ad hoc scholarship awards to attract specific pupils to the school. These may be made at any point during the year but must nevertheless remain within the overall budget approved by the Board.
14. Unlike bursaries, scholarships can be awarded for the duration of the child's time at Walhampton, subject to the terms and conditions of acceptance.

Military Discounts

15. A discount of 15% of the full Day plus Boarding Fee is offered for children of military personnel.
16. Proof of full time employment in both cases is required at the start of each academic year.