

# Bursary (Fee Assistance) Policy



Reviewer DL: July 2021

Next review by: September 2022

## **1 Introduction**

- 1.1 The Governors of The Godolphin and Latymer School are committed to broadening access to the School by offering parents means-tested financial assistance with school fees, known as Bursary awards.
- 1.2 Bursary awards are subject to review annually and the value of the award may vary from term to term, depending on parental circumstances. Awards are made on the basis of the family's financial circumstances, taking into account income and realisable assets as well as any other pertinent circumstances.
- 1.3 Requests for financial support usually fall into two categories:
- Assistance on entry to the school into Year 7 where a place has been offered but parents are unable to afford all or part of the school fees. A limited number of on entry bursaries into Year 12 (LVI) may be available.
  - Assistance is available to girls already at the School where a change in parents' circumstances has resulted in difficulty in meeting school fees and which may result in the girl being withdrawn from the school.

## **2 Bursaries on Entry**

- 2.1 The number of bursaries awarded on entry each September is at the discretion of the Governors.
- 2.2 Parents are required to indicate on the Application Form that they require financial support. Parents requiring assistance will then be sent a bursary application form which seeks to establish the financial circumstances of the household and which requests details of assets, liabilities and income. Any application forms which are not returned by the deadline or which are incomplete will not be processed. Applications which do not include full supporting documentation are regarded as incomplete.
- 2.3 When parents are offered a place at the School they will, at the same time, be advised on the status of their bursary application and whether the School can provide financial assistance. If parents wish to accept the bursary, they are asked to agree in writing, to any conditions relating to the award. A bursary awarded on entry is, under normal circumstances, guaranteed for the duration of a girl's education at Godolphin and Latymer but parents are required to re-apply for assistance each academic year. As long as there is no abnormal change in parents' circumstances, the level of the award is likely to remain constant.

## **3 Hardship Bursaries**

- 3.1 For girls already in the School, the School has a Hardship Bursary fund. Parents whose financial circumstances change suddenly and drastically may apply for assistance with the fees. Such awards are made for short-term assistance only; usually for no longer than one academic year. Awards are normally only made to girls in examination year groups (GCSE, A Level and I.B.).
- 3.2 The Governors allocate a budget for hardship bursaries each year and therefore, such awards are subject to the availability of funding and cannot be guaranteed.

## **4 The Application Process**

- 4.1 All applications are reviewed in order to establish the likely level of support which will be required. This will usually also involve the parents attending an interview to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- 4.2 The value of the bursary award is not influenced by the academic ability of the girl but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to available funding. The School has a duty to ensure that all awards are fairly assessed and allocated.
- 4.3 An award may be withdrawn and past awards reclaimed if false information is knowingly or recklessly provided or if parents fail to provide any additional information requested by the School in support of their application.
- 4.4 Bursary awards are only made as a contribution towards School fees; parents remain liable for extra charges incurred. It is a condition of the Bursary Award that outstanding charges are cleared as and when they become due. The School reserves the right to withdraw an award if parents fail to meet this commitment.
- 4.5 If parents wish to accept the bursary award they are asked to agree, in writing, to any conditions relating to the award. An award may be withdrawn and past awards reclaimed if false information is knowingly or recklessly provided or if parents fail to provide any additional information requested by the School in support of their application.

## **5 Additional Funding**

- 5.1 Where a pupil receives a full bursary award, that award may also include:
- A one-off grant of £500 to help with initial costs e.g. school uniform;
  - Free music tuition in one musical instrument or singing (or Speech and Drama);
  - One overseas or UK residential visit per academic year;

## **6 Confidentiality**

- 6.1 The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.
- 6.2 The school is a data controller under data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation. Information submitted in connection with bursary applications will be processed in accordance with our Bursary Application Privacy Statement.