

Bursary (Fee Assistance) Policy



Reviewed by: Bursar, July 2026

Next review by: July 2027

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 pupils already at the School where a change in parents' circumstances has resulted in difficulty in meeting school fees and which may result in the pupil being withdrawn from the School.
- 1.4 The family's residency status will determine their eligibility; applicants must be living in the UK both lawfully, voluntarily and for settled purposes and have no time restriction on the length of time they can remain in the country. At the time of application, both the child and the parent are required to have one of the following: a British passport, Indefinite Leave to Remain or Settled status through the EU settlement scheme. The main purpose for living in the UK during this period should not have been to receive full-time education. An application cannot be considered if applicants do not meet these requirements.

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 pupil'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 pupils 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 or two terms. Awards are normally only made to pupils 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 pupil 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.
- 4.6 The School's decision is final and there is no right of appeal.

5 Additional Funding

- 5.1 Where a pupil receives a full bursary (110%) 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; and/or
 - School lunches.

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 Law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025. Information submitted in connection with bursary applications will be processed in accordance with the Bursary Application Privacy Notice set out in Appendix 1 to this policy.

APPENDIX 1: Bursary Application Privacy Notice

Introduction

The Godolphin and Latymer School Foundation is the 'data controller' of personal data gathered for the purpose of processing your application for fee assistance in the form of a bursary award at the Godolphin and Latymer School. We process Personal Data in accordance with applicable Data Protection Law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025. This privacy notice provides you with more information about how we do this when assessing eligibility for a bursary award.

This notice should be read alongside the School's Privacy Notice for Parents and Pupils available on the School website.

About the information we collect and hold

We collect and process information primarily about you as the parent(s)/legal guardian(s) of the child in respect of whom the application is made, but we may also collect some information about the child and any other dependent children. Information is provided directly by you through the bursary application form and supporting documentation.

This information about you or your children may include:

- Names, addresses and contact details, including email address, telephone number
- School(s) attended by the child and any other dependent children
- Details of any property owned – value of property and any mortgage outstanding
- Income from salaries and other sources, such as investments, and details of any benefits received
- Details of any assets, such as property, stocks and shares, bank and building society accounts
- Details of any liabilities
- Copies of bank statements, relevant tax information, mortgage statements and other supporting documents that you may supply.

The categories of personal data collected may therefore include identity information, contact information, educational information and financial information relevant to assessing eligibility.

The actual data provided will depend on individual circumstances. We do not routinely request any Special Category Personal Data (such as health information) but this may occasionally be provided by you in support of an application. Full details of the information required to assess the application is provided on the Bursary Application Form.

Why we collect and use this information

We need to process the data to assess your eligibility for a bursary award and the level of the award applicable if your child is offered a place at the School. The assessment process takes place on application and, if your application is successful, on an annual basis whilst your child remains at the School to ensure that your financial situation has not changed to such an extent that it affects your qualification for the bursary awarded.

When we collect and process your bursary application data, we do so on the basis that processing is necessary for the School's legitimate interests in administering bursary support and taking steps prior to entering into a contract with you. Completing and returning the Bursary Application Form, with supporting documentation, is optional and by doing so you are volunteering information for the specific purpose of assessing your eligibility for a bursary award. Where Special Category Personal Data is voluntarily provided, it will be processed on the basis of your explicit consent. You are entitled to withdraw that consent at any time before the outcome of the application has been notified to you and you can do this by informing the Bursar in writing. Please note that without this information, we cannot continue to process your application, which will therefore be considered withdrawn. Such withdrawal will not affect your application for a place at the School.

If your bursary application is successful, we are required to retain the data provided in support of that application, which will be held in accordance with the parent and pupil privacy notice available on the School's website and the additional information below. If your bursary application is not successful, but you subsequently accept place for your child, the School will retain a copy of your bursary application form only.

Storage and access to this information

Your personal information is received and stored securely in the Godolphin and Latymer School's Finance Office and online Bursary Portal. It is assessed by Finance Office staff only. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. The outcome of the assessment may be shared with the Head and the Registrar but will not generally be shared more widely within the School.

Occasionally it may be necessary to share your information with third parties such as professional advisers, government authorities or others where required by law or where reasonably necessary for the operation of the School. We have appropriate security measures in place to help prevent personal information from being accidentally lost, or used or accessed in an unauthorised way.

How long do we keep your data?

If your bursary application is successful, the financial data provided in support of your application will be kept for the duration of your child attending the School, or until the bursary ceases, whichever is sooner, and then for a further minimum of 7 years. If your bursary application is unsuccessful, the financial data you provided will be securely destroyed within 3 months of the start of the school year the bursary application was for. The application form will be destroyed at the same time unless you have accepted a place at the School for your child, in which case it will be destroyed when your child leaves the School.

Your rights to correct and access your information and to ask for it to be erased

Please contact the Bursar, Mr Dave Robbins, who can be contacted via DPOfficer@godolphinandlatymer.com or 020 8735 9595 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased in certain circumstances.

Under UK data protection law, individuals may also have rights to object to how their Personal Data is used, request that processing is restricted, or request that certain Personal Data is transferred to another organisation, depending on the circumstances and the lawful basis relied upon by the School.

Further information

We hope that the Bursar can resolve any query or concern you may have about the School's use of your Personal Data. You should, in the first instance, contact them at DPOfficer@godolphinandlatymer.com, setting out the details of your complaint.

In accordance with the Data (Use and Access) Act 2025, the School will acknowledge a data protection complaint within 30 days. The School will take appropriate steps to investigate the complaint without undue delay, keep you informed of the progress of its investigation and communicate the outcome to you without undue delay.

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Further information is available on the ICO's website or by telephoning 0303 123 1113.

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