



KING  
EDWARD'S  
SCHOOL  
BATH

# KING EDWARD'S SCHOOL

## POLICY DOCUMENT

**Title: Bursary Policy**

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## **Bursary Policy**

### **1. Introduction**

This policy outlines details of the means-tested bursaries currently in operation at King Edward's School, Bath (KES). It seeks to answer some of the more frequent questions asked by parents/guardians of current and prospective pupils. This policy has been authorised by the Governing Body of KES.

KES is a registered charity (number 1115875) that is committed to providing significant public benefit. As an educational charity, KES remains committed to providing means-tested bursary support for those children and young people whose families would otherwise not be able to afford for them to attend the Senior School.

The School's long-term vision is that our Bursary Programme will ultimately be able to provide the necessary financial support so that any pupil offered a place at the Senior School can attend the School, regardless of their family's financial circumstances.

The policy is reviewed on an annual basis and takes into consideration the latest guidance from relevant external bodies.

Please note that this policy relates only to the School's means-tested bursaries programme. It does not relate to the School's Scholarship or Special Talent Awards which are not means-tested and which may be available for pupils joining the School. For further information on these awards, please see our [website](#).

### **2. What are means-tested bursaries?**

A bursary is a means-tested financial award made by the School to assist families to pay the school fees if they require financial assistance to do so.

Whilst KES has a long history of providing financial assistance to pupils and their families, the School does not have substantial endowments or grant income and so has to fund most of the bursaries awarded from its own budget.

In some cases, bursaries are funded by philanthropic donations or by an associated body such as the Old Edwardians (former KES students) and/or the KES Parents.

The funds which the School has available to support its means-tested bursary programme are limited and it is not possible to meet all requests for support.

Bursary awards are made based on an assessment of a family's financial circumstances, including their income, outgoings, savings, property value and the value of any other realisable assets and also takes into consideration the size of their family, any other dependents and other relevant factors.

As every individual family is different, we do not publish specific criteria for the basis on which any means-tested bursary awards are made. For example, families who may be classified as 'low income' but have substantial assets may not be eligible to receive a bursary.

### **3. Types of Bursaries available at KES**

#### **a. Entrance Bursary**

Entrance bursaries can be awarded to new pupils joining Years 7 and 12 whose families cannot afford to pay the full fees but who have met the criteria of the School's Admissions Policy and have been offered a place at the Senior School.

#### **b. Hardship or Emergency Bursary**

Bursaries are sometimes available to families whose financial position worsens unexpectedly during a pupil's education at the Senior School. This type of bursary is usually available on a short term basis only with the aim that a pupil's education is not disrupted at an especially challenging time. We urge parents/guardians to contact the Bursar as soon as possible to discuss such instances.

### **4. The Bursary Application Process**

As part of the application process to join the Senior School, parents notify the Admissions Team (via the application form) that they would require a means-tested bursary to enable their child/ren to attend the School.

Any family requiring a means-tested bursary will then be required to complete a Bursary Application form. This seeks to obtain a full picture of a family's financial situation and the required level of support that would be required by a family for their child/ren to attend KES if a place at the School was offered. Applicants will also be required to provide relevant supporting documentation (such as P60s) as part of their application.

The School reserves the right to use a third party to manage its bursary application and assessment process. The application process may involve an on-line or in person meeting with representatives of this third party.

Bursary applications which do not contain the relevant information or supporting documentation will not be considered by the School. Where applications are received after the application deadlines (please see below) there is a very high likelihood that no award will be made as our limited funds are likely to have been fully allocated.

Entrance Bursary applications must be received at the same time as the relevant deadline for the school place applications for Year 7 & Year 12 entries. These dates are available from the School's website and the School's Admissions Team.

All applicants will be required to follow the wider School admissions process, including the payment of any registration fee. Where the payment of the registration fee is a barrier to submitting an application, applicants should raise this with the Admissions Team.

Where applicants have applied for a means-tested bursary, these will be considered jointly by the Headmaster and Bursar and decisions on any means-tested bursary award are communicated at the same time as the offer of a place at the School.

Where there is over-subscription for means-tested bursaries, awards will take into account an applicant's academic performance and potential and their ability to make contributions to the wider life of the School.

Applications for hardship/emergency bursaries may be made at any time during the year and will be considered by the Bursar and Headmaster as soon as possible after the School has been informed of the difficulty.

Each bursary decision will reflect the circumstances of the applicant and the availability of School funds. Any awards made will usually be expressed as a % of the total school fees. Where, in the School's view, the assessment shows that there is no financial need, no bursary will be awarded.

Once awarded, unless parental financial circumstances change, bursaries will usually continue throughout the pupil's time at the School.

All awards are also ultimately subject to the School's own financial position and could be withdrawn if there was a material change to the School's financial circumstances. The School would endeavour to give a minimum of a term's notice of such changes but bursary holders should recognise that this may not always be possible.

## **6. Annual Review**

All bursaries are subject to annual review and may be varied up or down if family financial circumstances alter but this will always be done in discussion and consultation with parents/guardians.

The annual review will be conducted through the Bursar's office. The School reserves the right to use a third party to manage its annual review process. The process may involve an on-line or in person meeting with representatives of this third party.

## **7. What is expected of a pupil and family receiving a bursary?**

Parents/guardians are expected to pay the remainder of the School fees due at the time required by the School contract. Any 'extras' such as trips, lunch, school uniform or any specialist activities are payable in full. However, where means-tested bursary holders require support for any of these extras, they should notify the Bursar and consideration will be given to the level of any additional support which is available.

We expect all pupils in receipt of a bursary to demonstrate a real desire to make a positive contribution to the life of the School. Any failure to meet satisfactory attendance, behaviour or academic performance may, in exceptional circumstances, mean a bursary is withdrawn and full fees would become payable. In addition, the persistent failure to meet the payments for any remaining School fees due could also result in the removal of the bursary award.

These decisions would be taken jointly between the Headmaster and Bursar.

In line with the School's Privacy Notice, If the bursary is funded by a philanthropic donation, the School may share information with the Donor such as pupil progress and details about the bursary award the pupil receives.

General information about bursary holders may also be used in promotional materials and communications but all information will be anonymous unless the parents/guardians and/or

the pupils have chosen to share their first name and photograph.

## **8. Complaints**

Parents/guardians have a right to raise a complaint using the procedures detailed in the School's Complaints policy, which is available on the School's website.

## **9. Records**

Information obtained during the implementation of this Bursary Policy will be held with due regard to data protection legislation and the School's Privacy Notice and Data Protection Policy which are available from our website.

## **10. Contact**

If you have any further questions about the School's means-tested bursary programme, please do not hesitate to contact the Bursar's Office on 01225 464313 or via email at [bursar@kesbath.com](mailto:bursar@kesbath.com)