

KING EDWARD'S SCHOOL POLICY DOCUMENT

Title: Bursary Policy

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Application	Senior School

Bursary Policy

1. Introduction

This policy outlines details of the means-tested Bursary Programme 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.

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 many of the bursaries awarded from its own budget. In addition, some bursaries are funded by philanthropic donations or by an associated body such as the School's Foundation, the King Edward's School, Bath 1552 Foundation, the Old Edwardians (former KES students) and/or KES Parents.

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

Please note that this policy relates only to the School's means-tested Bursary 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 Senior 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.

In some cases, financial assistance is also available to cover other costs associated with a pupil's attendance at the School (eg: lunches, transport, uniform, co-curricular activities etc).

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. Entrance bursaries are not available to pupils joining the School in years other than Year 7 and 12.

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 (bursar@kesbath.com) as soon as possible to discuss such instances.

c. Bursary Plus Programme

Through the School's Bursary Plus Programme, pupils on very significant bursaries (ie: in excess of 75%) may also be eligible for additional support to cover other costs associated with a pupil's attendance at the School – including support for lunches, transport, uniform, co-curricular trips, music lessons etc. Where parents of bursary holders require this assistance, they should make direct contact with the Bursar (bursar@kesbath.com).

4. Bursary Eligibility

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 dependants and other relevant factors. As every individual family is different, we do not publish specific criteria for the basis on which the value of any means-tested bursary awards are made.

However, in order to ensure that the School can demonstrate appropriate use of its charitable funds on the awarding of bursaries, the School will not usually consider awarding bursaries of any value to families where any of the following criteria apply:

- Where a family has a combined household income in excess of £110k (approximately twice the UK average household income);
- Where a family has significant savings (ie: in excess of £30k), excluding pensions;
- Where any primary residence owned by a family is of a value materially in excess of the average house price (as determined by the School) for the local city or region;
- Where a family own a second property.

Where one or more of the above criteria apply to a potential applicant, but they consider that there are other factors which should be taken into consideration (such as the number of school aged children attending/wishing to attend KES, ill-health or other exceptional circumstances), applicants are asked to contact the Bursar (bursar@kesbath.com) to discuss their circumstances prior to any application being made for a Bursary.

5. 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. The Admissions Team will then provide the relevant family with details on how to progress with the application for the bursary.

The School uses a third party (Bursary Assessment Associates - BAA) to manage the initial bursary application assessment and this process requires the family to share the relevant financial information and to have an on-line meeting with representatives of BAA.

The initial assessment 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. All individuals holding parental responsibility will be required to complete the financial assessment, unless directed otherwise by a Court Order.

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 and 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.

The School does not wish the payment of the registration fee to be a barrier to submitting an application. Accordingly, parents who can provide evidence of their child/ren's eligibility for Free School Meals should notify the Admissions Team and the registration fee will be waived.

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. 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.

Where, in the School's view, the assessment shows that there is no financial need, no bursary will be awarded.

The School's decision on the awarding of any bursary is final and there is no appeal process.

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 during the Spring and early part of the Summer Terms. The School usually uses the Third Party organisation, BAA, to manage its annual review process and the process may also involve an on-line 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 through the School's Bursary Plus Programme noted above.

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 and, where appropriate, in consultation with Governors.

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 used in these circumstances 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