

THE GRANVILLE SCHOOL BURSARY SCHEME

Introduction

The governors of The Granville School are committed to broadening and maintaining access to the school by offering means-tested financial support with the payment of school fees through the provision of bursaries. This forms part of a broader commitment to delivering public benefit as a registered charity.

Bursary awards are subject to formal annual testing of parental means and may be varied upwards downwards or withdrawn, depending on parental circumstances. The Bursary Committee is responsible for reviewing each application and allocating the available bursary budget which is set, and reviewed annually, by the Finance Committee.

Requests for financial support fall into two categories:

- New applicants to the school.
- Existing pupils where an unforeseen change in circumstances has resulted in difficulty in paying school fees and may result in the child being withdrawn part way through their education.

Committee constitution

The Committee shall comprise a minimum of three governors together with the Head and the Bursar.

The Committee has delegated authority to award bursaries within the bursary budget. The information reviewed by the Committee when considering its decision will not be shared with other governors. Recipients of awards will not be referred to by name and details of awards will be made available to other governors by reference to year groups.

To enable the Committee to fulfil its obligations an independent firm has been appointed to establish the financial circumstances of each applicant.

Awareness

Information alerting new applicants to the school to the possibility of gaining means-tested financial support with the payment of school fees is included in:

- The school prospectus
- The school website
- The school registration form
- Advertisements in the local press if appropriate

Guiding principles

It will not normally be appropriate either to award a bursary to new applicants below year 3, or to award a bursary of 100% of fees for new applicants.

Where the bursary budget may be insufficient to support all applications, the following are guiding principles in order of priority to assist the committee with bursary award decisions:

1. Pupils already in receipt of a bursary
2. Existing pupils where an unforeseen change of circumstances has resulted financial distress
3. New applicants in Year 5 or 6
4. New applicants in Years 3 and 4

The application process

1. New applicants must complete an application form setting out the financial circumstances of the household. Completed forms and supporting documents must be submitted to the Bursar no later than the first day after Spring Half Term in respect of entry to the school in the Autumn Term.
2. Applications for an existing bursary to be reviewed must similarly be made no later than the first day after the Spring Half Term.
3. Applications in respect of existing pupils following a change in financial circumstances may be submitted at any point and will be considered by the committee as soon as practicable.
4. The Head and the Bursar will review each application to ensure as far as possible that the application is complete and to assess the suitability of the candidate.
5. The application will then be forwarded to the independent assessment firm which will conduct a home visit and a detailed interview with the applicants to establish their financial position and household circumstances. They will also carry out background checks where possible to confirm the information provided.
6. A report and recommendation will be delivered by the firm to the school.
7. The committee shall meet as soon as practicable to decide on each application having regard to the **Guiding Principles** above, and **The Case for Assistance** below. It is not compulsory for the committee to follow this guidance, but there is a presumption that it will be followed other than in exceptional circumstances which must be documented as such.
8. Applicants will be notified as soon as possible whether or not a bursary has been awarded, and if so in what amount and to what terms and conditions it is subject. It will be a condition of the award to inform the school immediately of any improvement in financial circumstances.

The case for assistance

Suitability

In assessing a child's suitability, consideration will be given to the Head's assessment of each applicant. Priority will be given to those likely to gain most from attendance at the school and to make a positive contribution to the life of the school.

Financial need

The amount of any bursary award is not dependent on academic ability but on financial need. Factors to be taken into account when determining the level of an award will include:

- Where there are two parents or carers, whether it would be reasonable to expect both to be employed.
- Whether there are any savings or investments which it would be reasonable to expect should be used for the payment of school fees, including equity values in homes, or any second properties.
- In cases of separation, the contribution which the absent parent could be expected to make towards school fees.
- Whether any contribution by wider family members or others is available
- The applicant's spending priorities. It is considered that school fees should take precedence over costly discretionary spending.

Confidentiality

The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. The school will require recipients to undertake not to disclose either the fact or terms of the award.

23 November 2023