# The Granville School

# Bursary Policy

## Introduction

The Governors of The Granville School are committed to broadening and maintaining access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees. 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Bursary awards are subject to formal annual testing of parental means and may be varied upwards, downwards or withdrawn, depending on parental circumstances.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. The Bursary budget is set by the Finance Committee. The Bursary budget is reviewed and revised annually by the Finance Committee.

Requests for financial support fall into two categories:

- New applicants to the school
- Existing pupils where a change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education. Parents/guardians with a child at the school whose financial circumstances suddenly change may apply for a Bursary or temporary hardship assistance. The Bursary Committee will follow the same process but will respond in a timely fashion reflecting the sudden change in circumstances

## Guiding principles on prioritisation

The Granville School has enjoyed a long period of financial strength and therefore has been able to support the funding costs of most eligible applications. This financial position is not certain and in future years there may not been sufficient funds to meet the requests for a specific Bursary even though the application has merit. The following are guiding principles in order of priority to help with current and future Bursary award decisions where there may be no guaranteed Bursary budget in the future. They are guiding principles, not rules, are for the benefit of the Bursary Committee when making decisions:

1. Those pupils already on a Bursary
2. Those pupils already at the school with the shortest period remaining in the school e.g. Years 5&6
3. Those pupils already at the school below year 5
4. The siblings of an existing school pupil
5. New pupils to the school with a shorter period remaining at the school e.g. years 5&6
6. Any top up to a staff member's child beyond the staff discount
7. New pupils to the school below year 5

The Bursary Committee has delegated authority to award Bursaries within the budget set by the Finance Committee.

## Committee constitution

A minimum of three Governors, the Head and the Bursar.

The Committee has delegated authority to award Bursaries within the Bursary budget. The confidential information reviewed to make this decision will not be shared with other Governors. A table will be shared with other Governors detailing how the award is allocated by year group. Pupils will not be referred to by name.

To allow the committee to fulfil their obligations, they have appointed an independent firm to evaluate the full application. The applicants must have a home visit as part of the application process and all parents/guardians applying are expected to attend the face-to-face home visit and confirm in writing that the information given is accurate. In times of a pandemic when home visits are not possible or a lockdown where legally not permitted, a voice or video call shall be arranged with the applicants.

## New Applicants to the School

Awareness - information provided by the school alerting the parents/guardians of potential pupils 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 local press by means of advertisements where applicable
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## The Application Process

- Step one - parents/guardians seeking a Bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar or online to the independent assessment firm no later than the start of the Summer Term in any year for Bursaries to start the following September.
- Step two - the Bursar and the Head review all applications for completeness and the high-level eligibility for a Bursary award. They are not undertaking any evaluation of the financial position.
- Step three -The application is passed to the independent assessment firm. The firm will conduct a detailed interview with the applicants to validate, with appropriate supporting documentation the assets and liabilities and income and expenditure of the applicant.

  They will also corroborate the financial statement with their own background checks. By way of example, the state of repair of the property, other property assets, cars, clothes, holidays, social media. Also, contribution to household costs by other, wider, family members, any

adults unrelated to the child or by outside sources. The applicants will sign to confirm the accuracy of the information

- Step four- A full report will be delivered to the school on each applicant by the independent firm. The firm will also suggest any Bursary award as guidance to the Bursary Committee
- Step five – Prior to the end of the Summer Term the Bursary Committee will meet to discuss each application and award any Bursary (The case for assistance)
- Step six - parents/guardians are advised they have been awarded a Bursary. Those applicants who are unsuccessful will also be notified. The school will give only limited information as to why the application was unsuccessful. If successful, the applicants are required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the Bursary. e.g. minimum attendance. The Bursary Committee may add to this list of standard conditions as appropriate for an individual applicant. The acceptance letter also clearly states that the parent/guardian is obliged to immediately inform the school if there is a favourable change in their circumstances.

## The Case for Assistance

The Bursary Committee will consider a number of factors when making the judgement as to the justification for support and the extent of such support. In the main, the child's situation and fit with The Granville School is the first consideration in granting support.

- The child and the family dynamic. The Head will share experience of an existing pupil and what has been discovered when meeting a new entrant to the school. The Head will also share views on the involvement the school might expect from the parents/ guardian in the enrichment of the school
- Financial limitations- the amount of the Bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly subject to the school's ability to fund these within the context of what is viable within the context of its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the school has a duty to ensure that all Bursary grants are well focused. The full report produced by the independent firm and their guidance facilitate this discussion
- Size of the award. Award can be made up to 100% of the school fees for all years. However, it is unlikely that the Bursary Committee will approve a 100% Bursary for a pupil in early Years, including Reception, being mindful of the total subsidy the child could receive if the Bursary were maintained at the same level for their full time at the school. There is no quota by school year. The guiding principles facilitate the assessment

## Annual Review

All Bursary awards will be reviewed annually. Each year a review is undertaken of a current Bursary holder including home visit and interview. An existing Bursary may be varied upwards or downwards

or even withdrawn depending on parental circumstances. Existing Bursary holders will be considered with new Bursary applications

## Confidentiality

The school respects the confidentiality of Bursary awards made to families and recipients are expected to do likewise.