



## Redmaids' High School Bursary Policy

### 1 Introduction

- 1.1 This policy has been authorised by the trustees (the "**Governors**") of Redmaids' High School (the "**School**") in furtherance of the School's Public Benefit Strategy as shown in our annual accounts.
- 1.2 This policy contains an overview of the Bursary Scheme currently in operation at the School and details of the procedure for applications and awards of bursaries. It also contains ancillary documents, including a means questionnaire to be completed by applicant parents.
- 1.3 The status of this policy is advisory only. It is addressed to parents of pupils and of prospective pupils and to all members of the teaching and administration staff. The policy, together with all ancillary documentation, is made available to all parents and prospective parents on request.
- 1.4 This policy will be reviewed on an annual basis in conjunction with the Public Benefit Strategy.

### 2 The Bursary Scheme

- 2.1 The Bursary Scheme forms part of the School's Public Benefit Strategy. It is designed to assist parents or prospective parents on low incomes who for financial reasons might otherwise be unable to send or continue to send their child to the Senior School. To provide wider opportunities for able pupils who would not otherwise be able to access them.
- 2.2 The Bursary Scheme includes both:
  - 2.2.1 Admissions Bursaries for the parents of new pupils at the Senior School; and
  - 2.2.2 Hardship / Emergency / Rescue Bursaries for parents whose financial position worsens unexpectedly once their child is already at the School.
- 2.3 The value of bursaries awarded may be up to 100% of full fees. In exceptional circumstances, additional assistance may be provided to help parents meet the non-fee costs of their child's education at the Senior School.
- 2.4 Due to the limited financial resources of the School not every eligible application for a bursary will be successful.

### **3 Eligibility and procedure for applications**

- 3.1 Bursaries are entirely means tested and are awarded on an annual basis to parents who satisfy financial criteria set by the School from time to time in relation to their income and the value of their capital assets and who meet the application requirements set out below in full.
- 3.2 Applicants should contact the Director of Finance and Operations at the School in the first instance for more information in relation to the financial criteria set by the School.
- 3.3 All applicants for bursaries are required to complete a means questionnaire and provide the Director of Finance and Operations with any supplemental information that is requested. It is critical that parents answer all of the questions carefully and in full.
- 3.4 The questionnaire is designed to provide a full picture of the financial circumstances and liabilities of applicants so that the School can determine those to whom an offer of a bursary would be most beneficial.
- 3.5 Depending on the specific terms, bursaries are subject to an annual means-test review. Nevertheless, should any of the information disclosed in response to the questionnaire become inaccurate at a later date, the School must be informed without delay. For example, should the financial position of parents with a pupil already at the School improve or worsen unexpectedly, they should contact the School as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the School could lead to a bursary being withdrawn or withheld.
- 3.6 Applying for a bursary will not prevent parents of pupils or of prospective pupils from applying for a scholarship, or other award in respect of their children.
- 3.7 All applications for an Admission Bursary must be made at the same time as an application for entry to the Senior School.

### **4 Procedure for determining awards**

- 4.1 **Admission Bursary** applications are considered as soon as is practical following receipt. Successful applicants will be sent a letter of offer approximately two weeks after the entrance assessment, specifying the conditions of award and requiring them to complete and sign an acceptance form.
- 4.2 Applications for **Hardship / Rescue / Emergency Bursaries** will be considered by the Finance & Audit Committee as soon as possible after the Director of Finance and Operations has been notified by parents of a change in their financial position.
- 4.3 Further details of the steps to the award of a bursary are set out on the attached sheet "Procedure for the award of bursaries".
- 4.4 Admission bursaries are awarded on an annual basis and remain subject throughout that period to the conditions of award provided with the letter

of offer. Hardship / Rescue / Emergency Bursaries may be awarded on a shorter basis depending on the circumstances surrounding the provision of the award.

- 4.5 All bursaries are discretionary and are subject to review by the School at any time.

## **5 Financial assistance with non-fee costs in cases of hardship**

- 5.1 Parents awarded an Admission Bursary may at the same time also be offered additional assistance with non-fee costs associated with their child's education including uniform, school trips and school meals.
- 5.2 In addition, all parents may apply to the Director of Finance and Operations for assistance with such costs.
- 5.3 All applications will be considered by the Finance & Audit Committee on a strictly means tested basis and any additional assistance will be paid at the discretion of the Finance & Audit Committee. Assistance may be awarded on a termly or annual basis, or to help with a one-off cost.
- 5.4 All awards of additional assistance shall be subject to review as appropriate.

## **6 Confidentiality**

All bursary applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from a bursary unless informed by their parents.

## **7 Data protection**

All information provided by parents in connection with an application for a bursary will be processed in accordance with UK Data Protection law, currently the Data Protection Act 2018 (incorporating GDPR) and other related legislation. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications and the information provided will not be used for any other purpose. For more information about how your personal data is held please refer to our Data Protection Policy which is available on our website.

## **PROCEDURE FOR THE AWARD OF BURSARIES**

The steps to the award of a bursary are as follows:

1. Parents enquire about a place at the Senior School for their child.
2. Parents are sent a prospectus and the registration form, and the availability of bursaries is mentioned.
3. Parents complete the registration form and return to the School.
4. Parents apply for a bursary in writing to the Director of Finance and Operations (using the School's bursary application form).

5. Parents complete the means questionnaire and return to the School.
6. Child undergoes admission/entry tests.
7. Child passes tests/satisfies entry requirements.
8. The Head considers offer of a place/scholarship.
9. The Bursary Committee, comprised of the Head, Deputy Head, DFO and Assistant Bursar considers award of a bursary prior to offer letters being sent out
10. Letter of offer including the award of a bursary and the conditions of award is sent to the parents.
11. Parents accept offer of a place and bursary by completing the acceptance form and returning with the acceptance deposit.

**Paul Dwyer/Mark Marshall/Andrew Hillman**  
**Reviewed January 2021**  
**Review Date January 2022**