



## BURSARY POLICY

*Category: Referred to Sub-Committee for approval from School*

<b>School update</b>	
Responsible for review of policy	DFO
Last school update	March 2021
<b>Governor Sub-Committee approval</b>	
Sub Committee to review and approve	F&GP
Review Period	3 years
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Scheduled review	March 2024
<b>Approved by Sub Committee (Meeting date)</b>	
Version number	2
Next Sub-Committee Review	March 2024
Related policies	
Uploaded to Staff Shared	
Uploaded to Website	



## BURSARY POLICY

**This document should be read in conjunction with the  
Bursaries information found on the RMS website**

### General

The Governors of The Royal Masonic School for Girls are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support towards the payment of school fees. Such support is known as a bursary and these are awarded on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursary awards are subject to repeat testing of parental means on a regular basis and may be varied upwards or downwards. Factors taken into account in such assessments will include savings, investments, properties and other realisable assets, as well as income, outgoings and size of family.

The number of awards made in any one year will vary according to the quality and circumstances of candidates and the availability of funds. Although some of our bursaries are supported by specific donations from third parties, many are financed directly from school income within a budget authorised by the Governors.

Requests for bursaries usually fall into two categories:

- New applicants to the school who could not afford the fees without financial support (**Bursaries**).
- 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parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education. (**Hardship Bursaries**)

The potential monetary value of such requests in any one year often exceeds the level of funds available and the Governors have established a scheme of priorities to be followed by the DFO in the awarding of bursaries.

In particular please note that, under current levels of funding available:

- It is not usual for Bursaries to be awarded to pupils below Year 7.
- Bursaries are awarded to enable a pupil who would otherwise be unable to afford to come to RMS.
- Some consideration will be given where a limited contribution towards fees may be made to assist a girl to take up a place in the School where she is in real need psychologically and would particularly benefit from attending the School. Such assistance would be considered upon the direct recommendation of the Head.

## **Application procedure**

Having regard for the above guidance as to eligibility, parents/guardians seeking a bursary are required to complete an application which seeks to establish the financial circumstances of the household. The application, which requests details of income and capital, will be assessed and where relevant, full documentary evidence will be requested. The completed application, together with the necessary documentary evidence, will be reviewed by the Director of Finance and Operations (DFO).

The DFO assesses all applications in order to establish the likely level of support which will be required in order to allow the child to remain at or attend the School. The DFO will confer with the Head in order to establish the strength of the educational/pastoral case in support of the application before coming to the decision regarding whether a bursary can be offered and its value. The School may appoint a third party to perform assessments on its behalf and inform its bursary award decisions.

Once a bursary is offered, parents/guardians are required to sign a letter accepting the bursary and an acknowledgement agreeing to any contingent conditions.

*“Information contained in the application is used for the purposes of considering the application for a Bursary only, and personal information will not be passed to any third party (other than its appointed assessors) or used in any other way whatsoever without your consent. All documents will be securely disposed of in line with our data protection policy. Please refer to our Parent Privacy Notice available on the school website for general information on how we handle your personal data.”*

## **The Case for Assistance.**

The Head Teacher and DFO may 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 suitability for entry to, or remaining at, the school is the first consideration in granting support.

***Suitability.*** Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational and pastoral provision. In assessing a child's academic suitability, potential will be considered as well as actual achievement. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress and possess the potential to develop the quality of her work, and benefit from participation in the wider, extra-curricular activities on offer at 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 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 fairly allocated and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

- The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
- Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
- The value and council tax band of the family home.
- In cases of separation, the contribution made by the absent parent.

- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- Where fees are being paid to other schools (or universities) the School's grant will take into account these outgoings.

Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:

- Frequent or expensive holidays.
- New or luxury cars.
- Investment in significant home improvements.
- A second property/land holdings.

The financial assessment may involve the DFO, or representative, visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

### **Indicative scale of Bursary Awards**

The following table indicates the bursary support that might be awarded to a family with two children in full-time education, one of whom is applying to RMS. These numbers are based on the family having no significant assets.

Please note: School fees for 2022-23, for Year 7 pupils are £19,770 (£6,590 per term). The School is unlikely to award a bursary if the family gross income is more than four times our fees.

<b>Total family income (gross, i.e. before tax)</b>	<b>% Support*</b>	<b>Possible bursary award</b>	<b>Total contribution from parents/carers</b>
£45,000 or less	100%	£19,770	£0
£60,000	50%	£9,885	£9,885
£70,000	30%	£5,931	£13,839
£80,000 or more	0%	£0	£19,770

\* This may be adjusted upwards to include uniform allowances etc.

**Please note that the possible bursary awards above are for guidance only. You should not assume you will be eligible for bursary support or that the level of support will be the amount indicated here. It is not possible for us to make an award without carrying out the financial assessment. All awards are made at the School's discretion.**

## **Review**

All bursary awards are subject to repeat testing of parental means on a regular annual basis and may be varied upwards or downwards depending on parental circumstances. For those in receipt of bursaries, the Head and DFO have the discretion to reduce or withdraw an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

## **Confidentiality**

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

An application form can be requested by contacting the DFO PA on [bursarspa@rmsforgirls.com](mailto:bursarspa@rmsforgirls.com)