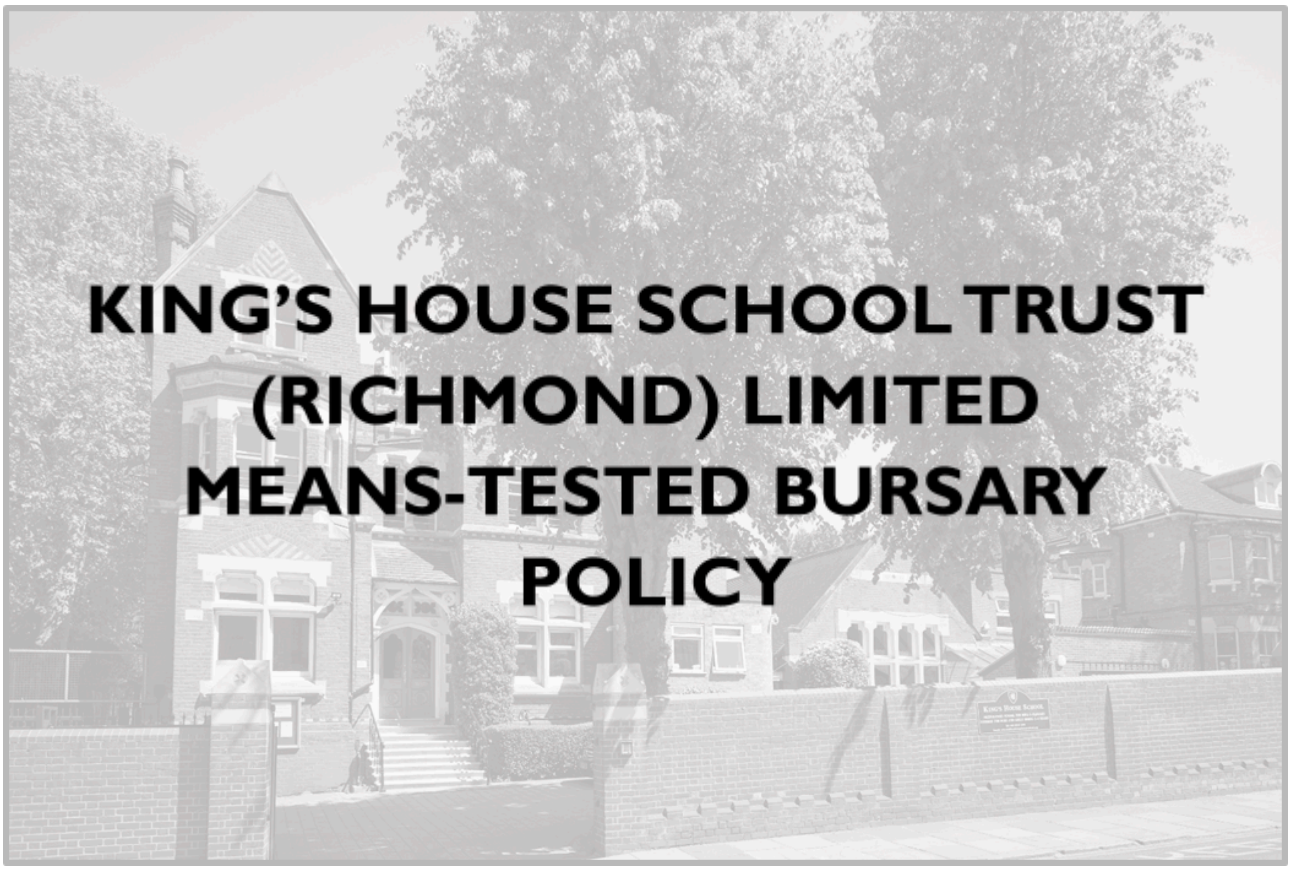
KING'S HOUSE SCHOOL
RICHMOND



# KING'S HOUSE SCHOOL TRUST (RICHMOND) LIMITED MEANS-TESTED BURSARY POLICY

| | |
|---|---|
| Member of staff responsible: | Bursar |
| Date of policy review: | March 2025 |
| Date of next review: | March 2027 |
| Approved by Governors: | March 2025 |

## GENERAL

The Governors of King's House School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a Bursary, and Bursaries may be awarded in the form of a discount of up to 95 (ninety-five) per cent on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants. The School employs the services of Bursary Administration Limited (BAL) to prepare the information which is used to assist in the decision making process.

Bursary awards are subject to repeat testing of parents'/guardians' means each year and may be varied upwards or downwards depending on individual parents'/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations. Requests for financial support usually fall into two categories:

- New applicants to the school where a place has been offered but parents/guardians are unable to fund the tuition fees.
- 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parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

## NEW APPLICANTS TO THE SCHOOL

Information provided by the School alerting the parents/guardians of potential pupils to the possibility of obtaining means-tested financial support with the payment of school fees is included on the school website.

<u>The Application Process</u>

Bursaries may be made available to parents/guardians of children entering any year group from Year 3 up to Year 6 of King's House School. Bursary applications are encouraged from pupils who may be seeking continuation of assistance from a senior school at 11+ or return to the state sector at that point. In exceptional circumstances, Bursary applications will be considered for Year 7 and 8, if that pupil has already secured assisted entry to an independent senior school at 13+.

Bursaries are awarded at the discretion of the Governors. The Head and Bursar are responsible for the management and coordination of the following process:

1. Parents/guardians seeking a Bursary are required to complete a BAL application online form which seeks to establish the financial circumstances of the household. The form requests details of income and capital and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar by no later than the **31st January** in any year, for Bursaries to start the following September.

2. All applications and supporting documents will be submitted to BAL so that they can be prepared in the format required by the School, in order to establish the likely level of support which will be required in order to allow the child to attend the School. A representative from BAL may arrange a visit to the parents'/guardians' home or arrange an online meeting to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

3. The Bursar prepares a recommendation which is considered with the Head and a joint recommendation is then reached. In some circumstances, the joint recommendation is presented to the Public Benefit Committee for consideration.

4. If the child is already in formal education, they may be invited to attend the School for assessment as part of the usual recruitment process, and a reference may be sought from the child's current school.

5. By the end of March, the parents/guardians are advised whether their child is to be offered a place at the School and of any Bursary offer. Where a Bursary Award is being offered, this will take the form of a letter from the Bursar, where the terms and conditions of the offer will be explained.

6. Parents/guardians are then required to sign a letter accepting the place at the School and an acknowledgement agreeing to any conditions relating to the Bursary.

## THE CASE FOR ASSISTANCE

The Head and Bursar 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 suitability for the School is the first consideration in granting support.

Suitability

In assessing a child's suitability, attention will be given to the assessment result of each applicant (where appropriate), but potential will also be considered, as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision.

Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work and benefit from participation in the wider, extra-curricular activities on offer at the School. In normal circumstances, each applicant should meet the School's normal academic requirements. Previous school reports (where relevant) will be consulted for evidence of good behaviour.

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 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 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.
- 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 all 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.

Other factors

It is recognised that, in addition to financial constraints, there may be other circumstances which should be considered. These include:

- Where a child has siblings at the School.
- Where the social needs of the child are relevant (e.g. may be suffering from bullying at their present school).
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a separation has resulted in the child having to be withdrawn from the School, adding to the stress of coping with the parents/guardians separating.

## EXISTING PUPILS - CHANGE IN FAMILY CIRCUMSTANCES

Within overall budget funding, the School will, in normal circumstances, set aside each year a hardship fund for cases of sudden, unforeseen need or where applications meriting Bursary assistance are received out of the normal calendar cycle for Bursary submission, scrutiny and award. This sum will be set within budgetary constraints.

Parents/guardians with a child at the School whose financial circumstances suddenly change, may apply for a Bursary to the Bursar, explaining their situation. Such awards are subject to the availability of funding and cannot be guaranteed.

## ANNUAL REVIEW

All Bursary Awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current Bursary holders will be issued with repeat means-testing forms at the beginning of April each year, for return by the end of the month. For those previously in receipt of a Bursary, the Head and Bursar, in making their joint recommendation to the Public Benefit Committee, have the discretion to recommend the reduction or withdrawal of 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

Bursary Awards made by the School are conditional upon the recipient(s) acknowledging that the award is and will remain confidential as between themselves and the School. The School will require recipients to undertake not to disclose either the fact of the award or any of the terms which have been agreed between themselves and the School without first obtaining the prior consent in writing of the Bursar.

## OTHER SOURCES OF BURSARY ASSISTANCE

In addition to the School's Bursary fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. King's House School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance.

Further information on how to pursue such assistance may be obtained from:
The Bursar
King's House School
68 Kings Road
Richmond
Surrey
TW10 6ES
Email: *Bursar@kingshouseschool.org*

The Educational Trusts Forum
Website: www.educational-grants.org

Royal National Childrens' Springboard Foundation
Website: www.royalspringboard.org.uk