

BURSARY POLICY (MEANS -TESTED BURSARIES)

RATIONALE

The Governing body of Salesian College is committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a Bursary and this may be awarded in the form of a discount of up to 100% of annual tuition fees payable, depending on the financial, pastoral or other pertinent circumstances of applicants.

Bursary awards are subject to annual testing of parental means each year and may be varied upwards or downwards, depending on individual parents/guardians' circumstances (for example, savings, investments and realisable assets, as well as earnings, the size of family, any dependents and like factors), pastoral or other pertinent considerations.

Requests for financial support usually fall into two categories:

- New applicants to the College, 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parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through their education.

NEW APPLICANTS TO THE COLLEGE

AWARENESS

Information provided by the College alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of schools fees is included in:

- The College prospectus.
- The College website.
- Registration Form has a box which parents can tick to request bursary information.

THE APPLICATION PROCESS

Bursaries may be made available to parents/guardians of children entering any year group at Salesian College. They are awarded at the discretion of the Governors. The Headmaster and Bursar are responsible for the management and coordination of the 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 form, together with the necessary documentary evidence, are to be submitted to Bursary Administration Limited no later than the end of November in any year for bursaries to start the following September.
- Step Two. Bursary Administration Limited will undertake an assessment of the financial situation (which may include a home visit or telephone interview). Subsequently, they will make a full report to the Bursar at the College, estimating a likely level of support which will be required in order to allow the child to attend the College.
- Step Three. The Bursar prepares documentation for the Bursary Committee which includes the report from Bursary Administration.
- Step Four. The Bursary Committee will meet and consider all the information before them and make a recommendation for each application.

- Step Five. **End of January.** The parents/guardians are advised whether their child is to be offered a place at the College; one day later, the Bursar's Office will send out the recommendation of the Bursary Committee including any offer, made on a one year basis and subject to review.
- Step Six. Parents/guardians are required to confirm acceptance of the place at the College and an acknowledgement agreeing to any conditions relating to the bursary.

THE CASE FOR ASSISTANCE

The Headmaster, Bursar and 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 suitability for the College is the first consideration in granting support.

SUITABILITY

In assessing a child's suitability, attention will be given to the Admissions Policy and the academic assessment result of each applicant, but potential and other talents will also be considered as well as actual academic 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 Headmaster, 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 College. In normal circumstances, each applicant should meet the College's normal academic requirements. Previous school reports will be consulted for evidence of good behaviour, attitudes to learning and contribution to whole school life.

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 College'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 and treated in confidence. However, the College has a duty to ensure that all bursary grants are well focussed 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 College's grant will take into account all these outgoings.

The College 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 academic ability and financial constraints, there may be other circumstances which should be considered. These include:

- Where a child has siblings at the College.
- Whether the child is a practising Roman Catholic or is in full sympathy with the religious character of the College.
- Where the social needs of the child are relevant (for example, 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 College adding to the stress of coping with the parents/guardians separating.

EXISTING PUPILS

CHANGE IN FAMILY CIRCUMSTANCES

Within overall budget funding, the College will in normal circumstances give consideration to 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 and is at the discretion of the Headmaster. Parents/guardians with a child at the College whose financial circumstances suddenly change may apply for a concession to the Headmaster, explaining their situation. Such awards are subject to the availability of funding and cannot be guaranteed.

ANNUAL REVIEW

Bursary awards are subject to an annual assessment of parental means and may be varied upwards or downwards depending on significant changes in parental circumstances. Bursary awards of 15% or less will not usually be subject to the annual assessment of parental means. Current bursary holders will be issued with repeat means-testing forms during March of each year for return by the middle of the following month, April. The Headmaster and Bursar, in making their joint recommendation to the Bursary Committee, have the discretion to recommend to the Governors 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 College, for example by the late payment of any contribution they are making to the fees. The decision of the Bursary Committee regarding bursary renewal offers will be sent to parents by the middle of June of each year.

CONFIDENTIALITY

The College respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. The Bursary Policy will be kept under review at all times and may alter in response to changes to current legislation and in line with good practice.

POLICY CONTROL	
<i>Author</i>	<i>Bursar</i>
<i>SLT Approved Date</i>	<i>25 May 2021</i>
<i>Governors Approved Date</i>	<i>9 June 2021</i>
<i>Review schedule</i>	<i>Triennial</i>
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