



Bursaries Policy

Person responsible	Head
Last update	February 2017
Frequency of Review	2 Years
Date of last review by Governors	March 2017
Date of next review by Governors	March 2019

MEANS -TESTED BURSARIES

General

Bute House Preparatory School ("the School") is a charity and is 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 100 per cent on tuition fees payable, depending on the financial circumstances of applicants. The School aims to award six bursaries, on average each year to girls who join us in:

- Year 3
- Years above Year 3 on an occasional place
- Reception as the sibling of a girl already in receipt of a bursary.

Girls are subject to our normal entrance criteria and Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances.

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parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education do not qualify for a bursary and must apply to the hardship fund for assistance.

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 schools fees is included in:

- An information pack available from the School.
- The School website

The Application Process

Bursaries may be made available to parents/guardians of girls entering the School in:

- Year 3
- Years above Year 3 on an occasional place
- Reception as the sibling of a girl already in receipt of a bursary

Registrations accompanied by a bursary application are not required to pay either the £65 registration fee or the £75 exam fee. (See the School's Admissions' Policy).

Note that if a Bursary Application is unsuccessful, but a full fee-paying place is offered and accepted, the registration and assessment fee's would become payable with the deposit on acceptance of the place.

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

The Case for Assistance

The Head, Bursar and Governors will consider a number of factors when making the judgement as to the justification for support and the extent of such support.

- Suitability – In the case of applicants for entry in Year 3 or the years above on an occasional place, the child's suitability for the school is the first consideration in granting support. In assessing a child's suitability, attention will be given to the academic assessment result of each applicant with consideration given to potential 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, as with every other child at Bute House, in the opinion of the Head, be likely to make sound academic progress following admission 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- In the case of all three types of applicant, the amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of financial 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 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 and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:
 - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees as would significant, realisable 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.

Additional Assistance In addition to the assistance with fees a bursary award will also cover a uniform allowance, support with the cost of residential trips and other items. Full details of all of these items can be found in Appendix 1 and the uniform procedure can be found in Appendix 1.

Deposit

A deposit payment will be required. This will be calculated on a sliding scale in line with the bursary award with a minimum deposit of £100 for 100% bursary awards.

Existing Pupils - Change in Family Circumstances

The School operates a limited Hardship Fund for cases of sudden, unforeseen need.

Parents/guardians with a daughter at the school whose financial circumstances suddenly change may apply for a grant to the Bursar. Such awards are limited and subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards and grants from the Hardship Fund (if ongoing) are subject to repeat assessment of parental means each year and may be varied upwards or downwards depending on parental circumstances.

Parents who do not submit an Assessment Review Form by 30th April each year risk losing an award or grant in the following year. The procedure is set out in Appendix 3.

Confidentiality

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

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. The 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

Bute House Preparatory School

Luxemburg Gardens

Hammersmith

W6 7EA

Email: mail@butehouse.co.uk

Further useful information can be found on The Educational Trusts Forum

Website: www.educational-grants.org

Appendix 1

Additional Assistance

Uniform

The School will provide a uniform credit of £500. This can either be spent with the school uniform supplier – Stevensons or at the House Committee's Second Hand Uniform sales.

It is expected that this grant should cover uniform needs for two years and a further grant will be made available in summer term of the pupil's second year after joining.

Parents may apply for an additional award in exceptional circumstances.

Footwear and name tapes will not be covered by the uniform award.

School Trips

The school will cover 100% of the cost of all obligatory school outings and residential trips.

Books and School Bags

Any required books or standard issue school bags will be provided free of charge.

Music Tuition

The school will cover the cost of weekly individual music lessons on one standard instrument. Where possible The School will provide an instrument to borrow and cover the cost of one exam fee and up to £50 worth of music books, per year.

After School Clubs

The School will fund 100% of up to two paid clubs per term.

Sports Squads

If the child is selected to play for school sports teams the School will cover 100% of the cost of the fees for the sports club(s) she would be required to attend.

Breakfast Club

Breakfast Club will be made available to bursary pupils at a daily charge of £1.

Milk

Daily school milk will be provided free of charge, if desired.

School Meals

There is no additional charge for school meals.

Swimming Lessons

The School will consider providing additional swimming lessons free of charge if the child cannot swim on entering Bute House and it is felt she would significantly benefit from additional tuition.

Appendix 2

Bursary Review Procedure

1. The Bursar will write to all bursary parents in March each year asking them to prepare their annual bursary application Review.
2. The review forms should be returned by 30th April and contain data for the financial year up to and including 31st March.
3. Parents will then be informed by the Bursar of their Bursary Award for the following School year by 30th June.
4. If there is a reduction in the Bursary Award for the following school year, the school may agree following discussions, that this will become effective from 1st January.
4. Parents are reminded that bursary awards are discretionary and there is no right of appeal against the School's decision.