



## Bursaries Policy

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|---|----------------------|
| <b>Person responsible</b>               | <b>Head</b>          |
| <b>Last update</b>                      | <b>November 2023</b> |
| <b>Frequency of Review</b>              | <b>Biennial</b>      |
| <b>Date of last review by Governors</b> | <b>November 2023</b> |
| <b>Date of next review by Governors</b> | <b>November 2025</b> |

## 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.

Bursaries apply to:

- 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. Parents should notify the DFO immediately if their financial circumstances change once bursaries are awarded.

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parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education do not qualify for a bursary and must apply to the hardship fund for assistance.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

- An information pack available from the School
- The School website
- An invitation to attend a Bursary information presentation event at School

## 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 £100 registration fee or the £125 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 fees would become payable with the deposit on acceptance of the place.

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

## The Case for Assistance

The Head, DFO 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. Due to the constraints of bursary funds, priority will be granted to 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 applicants, 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.

The school uses an external organisation, Bursary Administration Limited (BAL), to assist with processing bursary applications, including meeting with the parent(s). Information provided by the applicants is given, in confidence, to that organisation for those specific purposes.

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.

### 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

Existing pupils may apply for a Bursary Award, but it is noted that 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 financial assistance to the DFO. 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 should notify the DFO immediately if their financial circumstances change once bursaries are awarded.

Parents who do not submit an Assessment Review Form at the time requested each year risk losing an award or grant in the following year. The procedure is set out in Appendix 2.

## 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 Director of Finance and Operations (DFO)

Bute House Preparatory School

Luxemburg Gardens

Hammersmith

W6 7EA

Email: [mail@butehouse.co.uk](mailto:mail@butehouse.co.uk)

Further useful information can be found on The Educational Trusts Forum

Website: <https://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 BHPA'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 the 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.

## Appendix 2

### **Bursary Review Procedure**

1. The DFO will write to all bursary parents in each year, usually at the end of the Spring Term, asking families to prepare their annual bursary application review.
2. The review forms should be returned by the date requested and contain supporting documentation as requested (usually for the year ended 31<sup>st</sup> March).
3. Parents will then be informed by the DFO of their Bursary Award for the following School year by 30<sup>th</sup> 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 1<sup>st</sup> January.
4. Parents are reminded that bursary awards are discretionary and there is no right of appeal against the School's decision.