



ALDWICKBURY SCHOOL TRUST LTD

Bursaries at Aldwickbury School

Introduction

The Governors of Aldwickbury are committed to broadening access to the school by offering means tested Bursaries for boys new to the School from Year 3 upwards. Although the primary purpose of the scheme is to increase public access to the educational services offered at the School, in accordance with our duty as a charity to provide a public benefit, cases for existing boys will also be considered from time to time.

Bursaries are offered to boys who show ability and potential for the future and whose parents would not otherwise be able, in the view of the Headmaster, the Bursar and the School's Finance & General Purposes Committee, to send or continue to send their sons to the School.

Support may also be available for existing pupils where there is a temporary or short term hardship; these will be considered on a case by case basis.

Assessment

In assessing a boy's suitability, attention will be given to the academic assessment result of each applicant, but potential and contribution to the school will be considered as well as present performance. Bursary funds are limited and those judged most suitable will be given priority as likely to gain most from the educational provision. Each boy to whom support is offered must, in the opinion of the Headmaster, be likely to make good academic progress. The potential to develop the quality of his work, and benefit from participation in the wider, extra-curricular activities on offer at the School will be taken into account. Each applicant will be expected to manage the School's normal academic requirements.

Ability and potential can be either in the academic area, or on an all-rounder basis (i.e. taking into account areas of non-academic strength). In all cases, potential pupils will be expected to sit papers in English, Maths and Reasoning; they will also have an interview with the Headmaster or another appropriate member of staff. A report will also be requested from the boy's current school for, amongst other things, evidence of good behaviour.

Candidates being assessed on an all-round basis will be expected to show talent in at least two extra-curricular areas (such as music, sport, art and design or drama) as well as demonstrating a good level of academic proficiency. They may also be interviewed by appropriate staff in their chosen areas.

There will be an annual review of the all round progress of each boy in receipt of financial support. This will be carried out by the Headmaster and will include a meeting with the parents should there be any concerns.

Financial Aspects

In order to establish the level of financial support which the School will consider offering, parents will be asked to complete a 'Confidential Statement of Financial Circumstances' in the form produced by the Independent Schools' Bursar Association and to write a supporting letter of application outlining the basis on which the application is made. In most circumstances the Confidential Statement will need to be supported by other financial documents such as tax returns, mortgage documents, property valuations or formal financial settlements, in order to ensure fairness of allocation. All information provided will be confidential to the Headmaster, Bursar, Assistant Finance Bursar and members of the School's Finance & General Purposes Committee.

The Committee will take into consideration all relevant aspects of a family's financial situation, including the number of other children in the family and may wish to conduct a home visit to see the child and family at home.

From time to time the School may retain an independent, professional firm to process and review the financial information provided and who may request additional information in support of the application and may also conduct the home visit. They may also assist in the annual review (see below). Any information provided to or by this firm will be treated with the same level of confidentiality as that provided directly to the School and all applicants will be made aware of their involvement before information is released to them.

Support for up to 100% of fees will be considered, in addition to the possible provision of school uniform and other chargeable extras that may arise from time to time relating to the main curriculum delivery. All other extras not expressly covered by the award would be payable in full by parents.

It is likely that the School will be able to award up to two Bursaries for each age group only.

Timings

In the usual course of events, applications for a Bursary should be submitted to the School by 1st December for a child due to enter Aldwickbury the following September, unless a later application to the School has been made. In the latter case, applications will be accepted by arrangement with the Headmaster or Bursar. Parents will need to follow the process outlined above.

Tests and interviews will take place at a time to be determined by the Headmaster and will be conducted at Aldwickbury, except in extreme circumstances (e.g. child and parents living abroad and unable to travel). A Bursary cannot be offered if a child and his parents have not visited the School.

Offer and Acceptance of Bursaries

For applications made by 1st December, the School expects to be able to make an offer of a Bursary by mid- February, which will give parents a full term's notice of the award. Other offers arising from late applications may not be made before the Easter holiday and therefore parents will be subject to the usual terms and conditions concerning any subsequent withdrawal from the School for September. Parents will be asked to signal their acceptance or rejection of any offer that is made, within 14 days of its issue.

Should a Bursary award be accepted but a boy is subsequently removed from the School without a term's notice, the full fees for the term will be charged in lieu of such notice.

Annual Review

All Bursaries will be subject to an annual review, to include a review of the adequacy of the pupil's progress, attitude or behaviour by the Headmaster.

This situation will normally be discernable in advance in a boy's progress reports, but should there be any concerns, the Headmaster will meet with the parents. If it becomes necessary to withdraw an award as a result of the annual review, formal notice will be given to parents in accordance with the terms and conditions of the awards as set out in the appendix.

However, the Headmaster and Bursar also have the discretion to reduce or to withdraw an award 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. Formal notice of such action would be issued in accordance with the terms and conditions of the awards as set out in the appendix.

Confidentiality

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice, which is available on the School's website.

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

**Headmaster
September 2019**

Appendix

Aldwickbury School

Conditions of Award

1. **Obligations of the Pupil:** A Pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other Pupils. These are the *Purposes of the Award*.
2. **Obligations of the Parent/s:** The parents are expected to support and encourage the Pupil to achieve the purposes of the Award and to uphold the aims and the good name of the School. The parents are also required to pay the balance of the account by the first day of term.
3. **Withdrawal of the Award:** The Award may be withdrawn by written notice sent to a parent if, in the opinion of the Governors acting in good faith, the Pupil or a parent has not complied with the obligations set out at paragraphs 1 and 2 above or otherwise the Pupil has fallen below the required standards of conduct and progress and in the further opinion of the Governors there has been no significant improvement following consultation with a parent and/or the Pupil and a written warning. Withdrawal of the Award shall take effect from the start of the following term.

Further, the Award may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.

4. **Repayment events:** Parents shall be required forthwith upon written notice to repay all or part of the benefits they have received under the Award in any of the following circumstances:
 - a) up to three terms benefits (if received) if the Pupil has engaged in serious misconduct or has been expelled or removed for reasons of misconduct by the requirement of the Head acting in good faith;
 - b) up to three terms benefits (if received) in a case of the Pupil being withdrawn for any reason during a school term without a term's written notice having been given;
5. **Fees in lieu of notice:** For the avoidance of doubt, the benefits payable under an Award do not apply to any term for which the School has required payment of fees in lieu of notice.
6. **Terms and Conditions:** These Conditions of Award take precedence over any of the School's terms and conditions which are inconsistent with them but in all other respects the terms and conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.