

## **PRESTFELDE BURSARY POLICY**

### **Who is eligible for a Prestfelde Bursary?**

As part of its charitable commitment, Prestfelde School awards bursaries to assist parents with the payment of school fees. These awards are based on financial need and are made from limited resources, as the School has no endowment fund for this purpose. There are many deserving cases, so the competition for bursaries is keen.

The provision of education is the primary charitable object of the School and our Bursary policy aims to improve access to the School for those who would not otherwise be able to enjoy a Prestfelde education. We consider a wide range of criteria including the income and capital resources of the families applying.

Bursary support is available either:

- For new applicants to the School who may not otherwise be able to afford to attend or
- For existing pupils whose circumstances have changed significantly

Both are subject to rigorous testing of financial need and limited by the overall bursaries budget.

### **Bursary process**

To ensure impartiality, Prestfelde uses an external company to complete the financial investigation into bursary applicants. The following process will be adhered to for all applicants:

- Bursary forms are available either through the Registrar during the Admissions process, or through the Bursar for existing pupils
- A bursary application form, with supporting evidence, is submitted to Bursary Administration Limited (BAL), either direct by the applicant or through the Bursar
- BAL will contact the applicant to organise a home visit
- A report is sent by BAL to the school
- The report is reviewed by the Concessions Committee of the Governors
- Applicants are notified of the outcome by the Bursar
- Bursaries will not be applied retrospectively.

### **Principles applied to means-testing**

Sending a child to independent school is a choice made by parents and it is therefore their responsibility to finance this decision. Financial support in the form of a means-tested bursary will only be considered after all other avenues for financing school fees have been exhausted.

Factors taken into consideration when assessing a family's financial situation include:

- Opportunities to release capital either through increased mortgages or sale of investments.
- The ability to improve the earning power of the family. Both partners would be expected to be earning where possible.

- Commitments to the education of other siblings will be taken into account, but where a family has children at other fee-paying schools, Prestfelde expects parents to have made bursary applications to the other schools as well.
- The School would anticipate that applicants have asked their extended family for support before requesting a means tested grant.
- The financial circumstances of both natural parents will need to be reviewed. In the case of re-marriage, the application should include the stepparent's financial information. The obligation of the stepparent to his or her natural children will be taken into account.

As financial circumstances can change during the 10-year period that a child could be at the school, all awards are subject to review. If there is no material change, awards offered may remain at the same level throughout a pupil's time at the School.

Acknowledging that others may hold 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

### **Existing pupils – change in family circumstances**

Within overall funding, the school will look at cases of sudden and unforeseen need. Parents or Guardians with children already in the School whose financial circumstances suddenly change may apply for a bursary using the same process as detailed above. Such awards are subject to the availability of funding and cannot be guaranteed.

***Bursar  
December 2021***