



**BURY**  
GRAMMAR SCHOOL

---

## **Bursary Policy**

**Last review:** November 2025

**Author:** Governors

**This policy is for Bury Grammar School**

## **Introduction**

The Governors of Bury Grammar School are committed to broadening access to the School by offering to eligible parents/guardians, means-tested financial support towards the payment of Schools fees. Such support is known as a bursary and bursaries may cover up to 100% of school fees payable, depending on the financial, compassionate, or other pertinent circumstances of applicants.

Bursaries are means-tested awards given to pupils who perform extremely well in all areas of the entrance assessment, including the exam and interview. Bursaries are usually awarded prior to the start of either Year 7 or Year 12.

## **Means testing**

Central to the School's Bursary programme is fairness. The School anticipates that the demand for bursaries will always exceed the amount of funds we have to offer and as such, the Governors must ensure that bursaries are given where there is genuine need. Therefore, bursary awards are subject to repeat testing of parental means each year with fresh information being required about the parents' circumstances.

The School may ask to visit the parents/guardians at home before offering a bursary. In addition, the School may ask to visit the home of a current bursary recipient at any time. No new bursary will be given, or existing bursary continued, if parents/guardians refuse without reasonable excuse or fail upon reasonable notice being provided, to make without delay appropriate arrangements for a home visit from the School's representatives.

Awards are made based on the School's confidential bursary assessment calculation that sets out award levels in relation to a family's financial circumstances, as amended from time to time.

Sibling weighting is not applied to applications.

The School may use a third-party specialist to assess bursary applications and assist in the bursary process. The assessment calculation includes account being taken of such factors as parental income, outgoings, assets, and liabilities.

## **Parental income boundaries**

The parental income boundary represents the income limit set by the School. If parental income is above this limit, bursaries would not usually be given, but Governors reserve the right to consider families with earnings above the parental income boundary in exceptional circumstances. The Governors review and set the upper parental income boundary each year and take into consideration many factors including local wage inflation, RPI (Retail Prices Index) and other factors. The upper income boundary is published on the School Website: <https://www.burygrammar.com/admissions/bursaries-scholarships>

## **Requests for bursary support**

Requests for bursary support usually fall into two categories:

- New applicants to the School where a place has been gained but parents/guardians would be unable to fund the school fees and exceptional examination results have been achieved and warrant consideration for entry.

- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting school fees and other educational expenses and may result in the child being withdrawn part way through a stage of education.

Within the second category there may be temporary arrangements dealing with the disbursement of "hardship" funds when local or national economic circumstances affect the income of school families.

Applications submitted will be considered but submitting an application does not mean an award will be granted. If a bursary is offered, BGS does not give bursaries unless the bursary application form is fully completed and signed by all parties who have signed the Parent Contract.

## **New applicants to the School**

### Awareness

Information is provided by the School alerting the parents/guardians to the potential of gaining means-tested financial support with the payment of school fees and other educational expenses, this is included on the School's website: [Scholarships & Bursaries | Bury Grammar School](#)

### The Application Process

Bursaries may be made available to parents/guardians of children entering at Year 7 and Year 12. They are awarded at the discretion of the Governors, the Principal and Bursar, who are responsible for the management of the process.

- Step one - parents/guardians seeking a bursary are required to complete a Bursary Application Form, which seeks to establish the identity and financial circumstances of the household and of each parent. In the event parents are separated and/or divorced, financial information from both parents should still be provided, as should the financial information of any other adults in the same household of either of the parent. The Application Form is available through the School's website or directly from the Finance Office. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar no later than the date stipulated in any year for bursaries to start the following September. Note: this is in addition to an Admissions Application Form which must also be completed and submitted online: <https://www.burygrammar.com/admissions/application-form>.
- Both parents seeking a bursary will be required to sign a declaration stating that the information they have provided is both accurate and complete as well as requiring them to, in the event their application for a bursary is successful, update the School in the event those circumstances change during the academic year in question. If any information provided in the application, or as part of the broader assessment process, is subsequently discovered to be false or misleading or incomplete, the School may withdraw any award which has been made with immediate effect and, depending on the circumstances, may require reimbursement. The School may also terminate its Parent Contract (Terms and Conditions) and require the removal of the child in such circumstances.
- Step two - the Bursar (and in some circumstances a third-party assessor appointed by the School) assess all applications to establish the likely level of support which will be required in order to allow the child to attend the School. This may involve the Bursar, or their representative, visiting the parents/guardians' home to ensure the information has

been correctly interpreted and the basis of the financial assessment has been fair. Parents may also be asked to meet the bursar or their nominee at the School and/or provide additional supporting information as may be requested.

- Step three - the Bursar prepares a recommendation in accordance with the confidential calculations of awards, which is considered by a panel, which will include the Principal, and a joint recommendation is then reached.
- Step four - parents/guardians are advised whether their child is to be offered a place at the School and of the bursary offer, if successful.
- Step five - both parents/guardians are then required to sign a School Parent Contract and the Bursary Award Regulations accepting the place at the School and an acknowledgement agreeing to any conditions relating to the bursary.

Bury Grammar School may use an external organisation to assist with processing bursary applications, including making home visits. Information provided by applicants may be made available, in confidence, to that organisation for those purposes.

All personal data processed in connection with the School's arrangements for bursaries shall be processed in accordance with the School's Data Protection Policy and relevant privacy notices, which are available on the School's website and is otherwise available from the School upon request.

### **The case for assistance**

The Principal and Bursar will consider several 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 School is the first consideration in granting support.

- Suitability - in assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered 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, in the opinion of the Principal, be likely to make sound academic progress following admission and possess the potential to develop the quality of their work and benefit from participation in the wider, extra-curricular activities on offer at the School. Previous school reports and a school reference will be consulted for evidence of good behaviour and attainment.
- 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 School'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. 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:
  - 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 or the need to care for children under school age or other dependents.

- 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 property.
- In cases of parents who are divorced or separated, the contribution that is being made or could be made by both parents, regardless of who the child lives with, and based on the principle that liability for the fees is joint and several. This means that the School may consider the financial circumstances of each parent separately and together, treating each parent's household separately.
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- A potential benefit under any trust arrangement.
- Any potential sources of borrowing at reasonable rates of interest.
- Where fees are being paid to other schools (or universities), the School will take into account all these outgoings.
- Acknowledging that others might have 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.
- Other factors - it is recognised that, in addition to meeting academic requirements and financial constraints, there may be other circumstances which should be considered as part of the School's holistic judgment. These include:
  - Where a child has siblings at the School (though a bursary award to one child does not guarantee an award to a sibling).
  - Where the social needs of the child are relevant (for example, where a child is suffering from bullying at their present school).
  - Where a parent is critically or terminally ill or is unable to secure permanent employment due to poor health or incapacity.
  - Where a separation has resulted or is likely to result in the child having to be withdrawn from the School, adding to the stress of coping with the parents separating, although the School will nonetheless consider the financial circumstances of both parents in such cases.
  - Where a previous school has awarded bursary support (but please note that bursary support from a previous school is no indication or guarantee that the parents would be eligible for bursary support at BGS).

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

The Governors recognise that unforeseen changes in family circumstances can happen at any time and requests for funding will be reviewed on an individual basis. Such awards are subject

to the availability of funding and cannot be guaranteed. If parents continue to require financial support in subsequent years, they will be required to submit repeat means-testing forms in the same way as other bursary holders.

If parents require support due to a change in circumstances, they should contact the bursar; such cases are dealt with on an individual, case-by-case basis.

### **Annual review**

All bursary awards are subject to repeat testing of parental means each year and may be varied downwards or withdrawn altogether if parental circumstances improve but there is no obligation on the School to increase a bursary if parental finances worsen.

Current bursary holders will be issued with repeat means-testing forms each year and these must be returned to the School by the deadline date shown on the form.

For those previously in receipt of bursaries, the Principal and Bursar, in making their joint decision, have the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a pupil's progress, attitude, attendance or behaviour has been unsatisfactory, but also where the parents/guardians have failed to support the School, including for example by the late payment of any contribution they are making to the fees or by otherwise not acting in accordance with the School's Terms and Conditions, or otherwise in accordance with the terms of the award.

The School reserves the right to amend the way in which awards are assessed.

### **Confidentiality**

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

### **Privacy and Data Protection**

To administer the School's Bursary process, the School will ask all applicants to complete a Bursary Application Form when they first apply for a bursary and, if they are awarded a bursary, each year thereafter. This form captures financial and other information relating to your family that allows the School to assess your bursary application, please see the Bursary Application Form for more details: <https://www.burygrammar.com/admissions/bursaries-scholarships>

The legal basis on which we collect and use your personal information is that it is necessary for administering the bursary contract with you. We will retain the Bursary Application you send us, including supporting documentation, in accordance with the School's Data Protection Policy.

We may share the personal information that you give us with third party companies that assist us in assessing bursary applications, with our professional advisors (e.g. lawyers, accountants) and with Government organisations such as HMRC and the Police. For further information on how we process your personal data, please see the School's Data Protection Policy and related privacy notices.

If you would like to contact the School regarding data protection, please email: [dataprotection@burygrammar.com](mailto:dataprotection@burygrammar.com).

## **Other sources of bursary assistance**

In addition to the School's bursary fund, there are several educational and charitable trusts, which provide assistance with school fees. In most 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 (and in some cases assists) 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 Finance Office.

## **Declaration**

All bursary applicants will be asked to complete a declaration that to the best of their knowledge and belief, all the particulars submitted on the bursary application forms and annual review forms are true and contain a full statement of their income from all sources during the periods shown, and all assets (and liabilities if applicable) held by them. Deliberate provision of false and/or misleading information is a criminal offence and will lead to the matter being referred to the Police. In this situation, the School will require full and immediate reimbursement of the award granted plus interest.

**The Governors, Bury Grammar School**  
**Reviewed: November 2025**