BURSARY POLICY

WHOLE SCHOOL
INCLUDING EYFS AND BOARDING

Committee normally reviewing:	Senior Leadership Team
Date last formally approved by the Governors :	Autumn Term 2024
Date policy became effective :	December 2009

Period of Review:	Three Years
Next Review Date :	Autumn Term 2027

Person responsible for implementation and monitoring :	Chief Finance Officer (CFO)
Other relevant policies :	● Admissions Policy ● Scholarship Policy ● Financial Regulations ● Parent Agreement

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

Aims and Ethos

SAFEGUARDING STATEMENT
Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection) Policy and the Staff Behaviour Policy'.

EQUAL OPPORTUNITIES STATEMENT
The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

BURSARY POLICY

1. INTRODUCTION

Felsted School has a long tradition of providing assistance with the cost of school fees to pupils whose families do not have the resources to cover the cost of their education but who would gain great benefit from the educational experience that Felsted can offer.

We have reviewed our policy in the light of the requirements of the twenty-first century to ensure that we allocate our limited bursary funds wisely and give financial help where it is most needed.

The Governors of Felsted School are committed to broadening access to the School by offering financial support with the payment of school fees through the provision of bursaries. Such bursaries are means-tested and for parents on low incomes there may be a discount of up to 100% of tuition fees plus help with 'extras'. The School is committed to helping talented boys and girls from all backgrounds to enjoy a Felsted education, and is actively fundraising in order to enhance future provision. It is important that those in poverty should not be excluded from the opportunity to receive the educational support that the School can provide.

Bursaries are awarded following a means-tested assessment of the applicant's circumstances. The School will also take into account other relevant circumstances in deciding on the level of support. Bursaries are subject to annual review and parents will be asked to provide updated financial information each year that the pupil remains in the School. The annual review may result in bursaries being varied upwards or downwards. All information supplied in the course of a bursary application will be treated as confidential.

2. CATEGORIES OF FINANCIAL SUPPORT

Requests for financial support usually fall into four categories:

1. **Top–up Bursary.** For applicants to the School who have won an Academic, Art, D&T, Drama, Music or Sport Scholarship, or a Mary Skill Award, but whose parents are unable to afford the full fees;
2. **Open Bursary.** For applicants to the School whose families would otherwise be unable to consider the school due to their financial circumstances. Up to two open bursaries will be offered each year to day or boarding pupils entering Year 7, Year 9 or Year 12 to pupils who we consider will benefit most from the opportunity and who are in the greatest financial need. Up to 100% support is available dependent on financial means.
3. **Hardship Bursary.** For existing pupils where an unforeseen change in parents' circumstances has resulted in difficulty in meeting the full fees and would otherwise result in the child being withdrawn part way through a stage of the Felsted education.
4. **Sibling Bursary.** For families with four or more children in the School at the same time.

3. DECISION MAKING

All bursaries are awarded at the discretion of the Governors. The Heads and Chief Finance Officer are responsible for the management of the process. The decision of the School is final and not subject to appeal.

4. THE BURSARY APPLICATION PROCESS

Top-up bursary. Pupils who are awarded an Academic, Art, D&T, Drama, Music, Sports, or other Award will be notified of the procedure for applying for a 'top-up' bursary at the time the award is made in the year before entry. The parents of all bursary applicants will be required to complete a full disclosure of their financial circumstances.

Open Bursary. Open bursaries will be advertised in the late autumn of the year preceding the year of entry. The parents of applicants will be required to complete a full disclosure of their financial circumstances at that time. The award of Open Bursaries will be entirely at the discretion of the Heads, and awards will be given to those pupils who are deemed to have the greatest potential to benefit from and contribute to the full range of Felsted School activities, and who are in greatest financial need. The Bursary can potentially, subject to need, also cover extras such as school uniform, non-discretionary trips and other 'extras'. Before an Open Bursary is awarded, the family will normally be visited by a representative of the School as part of the process to assess their financial circumstances.

Hardship Bursary. If parents' financial circumstances worsen unexpectedly after a pupil has joined the School, financial support from the Hardship Fund might be available. The Chief Finance Officer can provide further information.

Sibling Bursary. When a fourth or subsequent sibling is offered a place at the School, the Chief Finance Officer can advise on the means-tested application process.

5. THE CONSIDERATION OF BURSARY APPLICATIONS

Suitability. In assessing a child's suitability, attention will be given to the School's assessment of each applicant, with potential also being considered as well as current achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the well-rounded education provision and ethos of a Felsted education.

Financial Need. The amount of 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 funds the School has available for bursaries. The School has a duty to ensure that all bursary grants are well focussed 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 unable to be through incapacity or the need to care for children under school age or other dependants;
- 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 houses. Second property/land holdings would also be viewed as an opportunity to release capital;

- in cases of separation: the contribution made by the absent parent; or the contribution which the absent parent could be expected to make towards the child's education;
- contribution to household costs by other, wider, family members, and any adults related 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.
- priorities in household expenditure. The School considers that a payment of school fees must take precedence over activities such as frequent or expensive holidays, new or luxury cars and second properties.

Other Factors. It is recognised that, in addition to academic ability, contribution to the life of the School, and financial constraints, there may be other circumstances which should be considered. These include:

- The social and economic needs (and background) of the child;
- Where the child's current educational provision does not fulfil his/her needs/abilities;
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health;
- Where a child has siblings at the School.

6. ANNUAL REVIEW

All bursary awards are subject to an annual review, which will require a repeat testing of parental means, and may be varied upwards or downwards depending on parental circumstances. For those in receipt of bursaries, the Heads and Chief Finance Officer have the discretion to decide on the reduction or withdrawal of an award, not only where a pupil's progress, attitude or behaviour has been unsatisfactory, but also where the parents/guardians have failed to support the School for example by late payment of the contribution they are making to the fees. These requirements are additional to, and must be read in conjunction with, the terms and conditions agreed by parents when the pupil enters the School.

7. CONFIDENTIALITY

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

8. AWARENESS

The School is committed to publicising the existence of means-tested bursaries, including the availability of 100% bursaries. Information alerting parents of potential pupils to the possibility of means-tested support for fees is therefore given through the following areas:

- The Scholarship Guide
- The School website and Social Media channels
- Links with other schools

As well as being available on the School website and in the prospectus pack, this policy statement is also available as a separately published document from the School's Admissions Office