Charitable Objects of St. Catherine's School- *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

ST CATHERINE'S SCHOOL BRAMLEY

WHOLE SCHOOL BURSARY AND FEES ASSISTANCE POLICY

'Believe… Achieve… Succeed'

Policy Holder	Naomi Bartholomew
Date Approved	July 2026
Approval	Finance Commercial and Estates Committee
Date for next review	June 2028

This policy will be reviewed every two years or sooner if there are changes in legislation, regulation or school best practice.

The Policy

St Catherine's School is committed to widening access to its education by providing means-tested Bursary and Fees Assistance to families who would otherwise be unable to afford the full cost of school fees.

Fees Assistance may provide up to **75% remission of tuition fees**, subject to assessment of financial need, suitability of the pupil, and the availability of School funds. Awards may be made generally to pupils at key admissions points (in Reception, Year 3, Year 7, Year 9 and Lower Sixth). New applications and those made by current parents at a change of phase of education (Pre-Prep into Prep, Prep into Senior, Senior into Sixth Form), must be submitted by Friday, end of first half term in Autumn Term (typically penultimate Friday in October) in the preceding year to a pupil joining the school or change of phase.

The School may also make Hardship Awards to support existing families whose financial circumstances change unexpectedly. Such an award is assumed to be for a limited period in order to enable a pupil to complete an academic year or key stage.

All awards are made at the discretion of the Executive Committee and are subject to annual review.

The Executive (Headteachers and Chief Operating Officer) are responsible for making final decisions on Fees Assistance, based on recommendations from the Head of Finance and/or nominated senior staff.

Scope

This policy applies to all pupils and prospective pupils of St Catherine's School, including:

- Preparatory School
- Senior School
- Sixth Form

Principles

The School aims to:

- Direct available funds to families who have proven financial need and where the pupil is likely to benefit fully from the School's educational opportunities
- Enable a wider access to all girls' education
- Ensure charitable resources are distributed fairly and transparently
- Assess applications consistently and confidentially.

Awards are dependent upon:

- Financial need
- The pupil's suitability for the School
- Availability of funds.

An award cannot be guaranteed and may be amended, reduced or withdrawn where circumstances change.

Types of Award

Fees Assistance
Means-tested support towards tuition fees for new or existing pupils.

Awards may cover up to 75% of tuition fees and, in exceptional circumstances, assistance may also be provided towards essential educational costs. The percentage remission is calculated on the gross tuition fee inclusive of VAT, so that the family's net liability is reduced proportionately.

Hardship Awards
Short-term support for existing pupils where there has been a significant and unforeseen change in family financial circumstances.

Hardship Awards are intended to minimise disruption to a pupil's education and are subject to available funding.

The level of support offered will be assessed on the same basis as Fees Assistance and is subject to the same maximum remission of 75% of tuition fees, save that in exceptional circumstances of severe or sudden hardship, the Executive may consider a higher level of temporary support for a limited period.

Eligibility

Applications may be made by families of pupils:

- Applying to join the School.
- Already attending the School.
- Seeking transfer between phases of the School.

Applications for fees assistance must be submitted by Friday, end of first half term in Autumn Term (typically penultimate Friday in October) in the preceding year to a pupil joining the school.

Fees assistance may be applied for at any point during the academic year.

The School will normally consider only one Fees Assistance award per family at any one time.

Assessment Criteria

Awards are assessed using a combination of:

Educational Suitability

The School must be satisfied that the pupil:

- Meets the School's academic and pastoral expectations.
- Is likely to benefit from the educational opportunities available.
- Demonstrates positive behaviour, attendance and engagement.

Financial Need

The School will assess the financial position of the household, including:

- Gross household income
- Income from all sources.
- Savings and investments.
- Property and other assets.
- Business interests.
- Trust income.
- Liabilities and financial commitments.
- Financial circumstances of both parents, regardless of marital status or living arrangements.
- Lifestyle choices such as luxury cars and/or holidays.
- Contributions from other adults living within the household.

Supporting documentation will need to be provided so that the School can make a fair and consistent assessment.

The School expects families to make reasonable use of available resources before seeking support.

Before an application can be considered, families are expected to have demonstrated a genuine interest in the School by attending an Open Morning or school tour and meeting personally with a member of the Admissions Team. Details of upcoming events and visits can be found on the School's website.

Application Process

Step 1 – Application
Parents must complete the School's Fees Assistance Application Form and provide supporting financial documentation.

The School may request additional information where necessary.

Step 2 – Assessment
Applications are reviewed by the Head of Finance and/or nominated senior staff.

The School may arrange a meeting with parents and where possible a home visit to clarify information provided.

Step 3 – Decision
Recommendations are considered for fees assistance by the Executive.

Step 4 – Acceptance
Successful applicants must:

- Accept the award in writing.
- Comply with any conditions attached to the award.
- Inform the School promptly of any material change in circumstances.

Annual Review

All awards are reviewed annually.

Families receiving support must submit updated financial information when requested.

Awards may increase, decrease or cease following review.

Failure to provide requested information may result in withdrawal of support.

Changes in Circumstances

Recipients must notify the School immediately of any significant change in financial circumstances, including:

- Changes in employment or income.
- Inheritance.
- Property acquisition or disposal.
- Significant changes in savings or investments.
- Changes in family composition.

Failure to disclose relevant information may result in withdrawal of the award and recovery of funds where appropriate. Where recovery of funds is required, the School will seek to agree a reasonable repayment plan with the family concerned.

Withdrawal of Awards

The School reserves the right to reduce or withdraw an award where:

- Financial circumstances improve.
- Information provided is inaccurate, incomplete or misleading.
- Fees due from parents are not paid on time.
- A pupil's attendance, behaviour or progress becomes unacceptable.
- Parents fail to comply with School policies, procedures or contractual obligations.
- Funds are no longer available.

Any decision to withdraw support will be made fairly and proportionately.

Appeals

Decisions on fees assistance are made by the Executive at its discretion, taking into account financial need, the pupil's suitability, and the funds available. Given the limited nature of the funds and the number of families the School seeks to support fairly, these decisions are final and there is no right of appeal. Parents are welcome to discuss an outcome with Head of Finance to better understand how it was reached.

Confidentiality and Data Protection

All applications and supporting information will be treated confidentially and processed in accordance with applicable UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA 2018) and the School's Privacy Notice.

Information will only be shared with those involved in assessing and administering awards.

Monitoring and Governance

The Governors are responsible for oversight of the Fees Assistance and Hardship Awards programmes.

The Executive Committee will review:

- Available funding.
- Award criteria.
- Distribution of awards.
- Compliance with charity and regulatory obligations.
- Any member of the Executive or member of staff involved in the process with a personal connection to an applicant will declare this and withdraw from the relevant decision.