

REDDIFORD SCHOOL

INCLUDING EYFS

POLICY FOR MEANS-TESTED BURSARIES

Appendix- Bursar Form

General

The Governors of Reddiford School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a Bursary and these may be awarded in the form of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Each application received will be assessed individually to take account of individual parents/guardians' circumstances: e.g. savings, investments and realisable assets, as well as their income, the size of their family and any other persons dependent upon them.

Requests for financial support usually are:

- A Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.
- B New applicants to the school, where a child has passed the assessment test and been offered a place but parents/guardians are unable to fund the tuition fees.

Reddiford School is a small school, with limited funds. Priority is given to parents experiencing hardship and the educational and emotional effect on a child, should they have to leave the school due to financial hardship. When a parent is in hardship, we would wish to establish if this was temporary and the affordability of fees /part fees in the medium and longer term. 100% bursaries are very rare, as being a small school, we cannot guarantee support on a permanent basis. All discounts offered are subject to a minimum of an annual review.

Scholarships are granted offered, at the point of assessment only, to exceptionally gifted children. As the academic profile of the school is well above the national average, scholarships are only granted to exceptional pupils who fulfil the criteria for our gifted and talented programme. Scholarships may or may not be considered as part of our bursary process. Bursaries at point of entry are always linked to scholarships.

New applicants to the School

Awareness:

Information provided by the School alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of school fees is included in:

- The financial information page on the school website.
- Advertisements in certain media.

The Application Process:

Bursaries may be made available to parents/guardians of children entering any year group providing there are spaces available.

They are awarded at the discretion of the Governors and the Head and the Bursar are responsible for the management and coordination of the process.

- Parents/guardians seeking a bursary are required to complete an application form that seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, is attached as Appendix A and must be accompanied by the necessary documentary evidence. This form should be submitted to the Bursar prior to the date of the child's assessment.
- The Bursar will assess the application in order to establish the likely level of support that will be required in order to allow the child to attend the School. This may involve the Bursar visiting the parents/guardians' home to ensure the information has been correctly interpreted and that the basis of the financial assessment is fair.
- The Head and Bursar will then discuss the application and decide on the amount/ percentage.
- The levels of bursaries are discussed as an agenda point in GB meetings
- The parents/guardians will be advised of whether their application has been successful and if so, the level of bursary offered. They will be required to sign an acknowledgment of any terms relating to the bursary as well as the standard acceptance letter.

The Case for Assistance:

The Head 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.

- In case B in assessing a child's suitability, attention will be given to the academic assessment of the applicant, but potential will also be considered as well as actual achievement. Bursaries at point of entry are always linked to scholarships. 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 Head, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the School. Previous school reports will be consulted for evidence of good behaviour.

- In case A 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 made accordingly, subject to the School's ability to fund these 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 focussed and so, as well as current earnings, other factors may be considered in determining the necessary level of grant. These may include the following:
 - 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, the need to care for children under school age or other dependents, or the requirements of their partner's work.

 - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fee, as would equity value in houses.

 - In cases of separation, the contribution made by the absent parent.

 - Contribution to the household costs by other, wider, family members, any adult unrelated to the child or by other outside sources.

 - Where fees are being paid to other schools (or universities) the School's grant will consider 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 or land holdings.
- It is recognised that in addition to academic ability and financial constraints, there may be other circumstances that should be considered. These include:
 - Where a child has siblings at the School.
 - Where the social needs of the child are relevant (e.g. they may be suffering bullying at their current school).
 - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.

Existing Pupils – Change in Family Circumstances

Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary by contacting the Head or Bursar and explaining their situation. They will need to complete the forms in Appendix A and these will be considered using the same guidelines as for new pupils.

In addition to this, the School will in normal circumstances set aside each year a Hardship fund for cases of sudden unforeseen need. This is intended as a temporary measure and for long-term assistance with fees, a bursary should be sought. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms at the beginning of February each year for return by the end of the month. For those previously in receipt of bursaries, the Head and Bursar in making their recommendation to the Governing Body have the discretion to recommend to the Governors 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 the late payment of any contribution they are making to the fees.

Confidentiality

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

Other Sources of Bursary Assistance

In addition to the School's bursary fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of 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. Reddiford School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information may be obtained from:

The Educational Trusts Forum and also The Joint Educational Trust
6 Lovat Lane
London EC3R 8DT
Email: admin@jetcharity.org
Website: www.jetcharity.org

Appendix:

A. Confidential Statement of Financial Circumstances in support of an application for a Grant (Bursary Application Form)

BURSARY FORM

CONFIDENTIAL

Reddiford School

Confidential Statement of Financial Circumstances in support of an application for a Bursary

1. CHILD		
a	Full Names	
b	Date of Birth	
c	Term/Year of Entry	

2. PARENT CONTACT DETAILS			
		Father/Stepfather	Mother/Stepmother
a	Names		
b	Title		
c	Address		
d	Post Code		
e	Telephone (landline)		
g	Mobile		
i	E Mail Address		

3. PARENTS' OCCUPATIONS			
a	Employed (complete employer's address and phone number)		
b	Self employed (complete type of business)		
	Are you a Director or Shareholder or Proprietor of this Company or Business?	Yes/No	Yes/No
	If "YES" state proportion of Company or Business you and/or your spouse/partner own		
c	Unemployed		
d	Retired		

4. INCOME			
<i>(Please enter below your current earnings and expected income from all sources for this tax year)</i>			
		<i>Father/Stepfather</i>	<i>Mother/Stepmother</i>
a	Gross Salary and other emoluments (including all taxable benefits & expenses)		
b	Taxable profits of trade or profession for last two accounting periods.		
c	Gross pension, widow's pension, State pension etc		
d	Gross investment income from:		
	• Building Societies/Banks		
	• Dividends and interest (other securities)		
e	Gross rental profit		
f	Social Security benefits (including Child Benefit and Child Tax Credits)		
g	Separation or Maintenance Allowance		
h	Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees.	Yes/No	Yes/No
i	Benefits in Kind provided free by reason of employment not already included in (a) above		
j	Any other income or gains not included in (a) to (i) above eg: trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc		
k	Please send a copy of your self assessment tax calculation for the previous year.		

5. OUTGOINGS			
a	Tax payable on Incomes declared above (<i>including tax deducted at source</i>)		
b	National Insurance Contributions		
c	Pension or superannuation contributions (net)		
d	Mortgage repayments (<i>include capital repayment as well as interest</i>)		
e	Endowment mortgage insurance		
f	Any other interest payable eg overdrafts, credit cards, loans, etc (<i>please specify</i>)		
g	Annual landlord rent payable on principal residence		

6. CAPITAL ASSETS			
		<i>Father/Stepfather</i>	<i>Mother/Stepmother</i>
a	Approximate market value of all investments		
	Building Society/Bank deposits/National Savings accounts		
	Equity investments, (shares, unit trusts, corporate bonds and other securities) and Government stocks		
	PEPs, ISAs, TESSAs, TOISAs		
	Life assurance bonds and policies including endowments		
b	Approximate market value of principal residence (<i>freehold or leasehold</i>)		

In line with current GDPR legislation, Reddiford School collects relevant and proportionate data, which is used for educational, business and marketing purposes. Data is stored appropriately and confidentially. Data is kept for a reasonable length of time and destroyed in line with our Retention Policy. The school is committed to data protection compliance and good housekeeping. Data is not sold on to any other company and used solely for the purpose of which it is intended. Data is only obtained/stored and kept for essential educational, business and regulatory purposes.

Reviewed September 2024

c	Approximate market value of other possessions including house contents, car, collections, paintings, jewellery etc		
d	Cash at banks or elsewhere <i>(current accounts only)</i>		
e	Approximate market value of any other assets <i>(please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years)</i>		
f	Net worth/value of any businesses which you own or share		
g	Approximate market value of your interest in any other property, land or buildings either at home or abroad		
h	Redundancy or other termination payments.		
i	Monies that are owed to you.		
j	Other assets not listed e.g. share options, trust interests/assets held on your behalf by a third party, assets likely to be received in the foreseeable future etc		

7. CAPITAL LIABILITIES

		<i>Father/Stepfather</i>	<i>Mother/Stepmother</i>
<i>(Please give details of any capital charges against the assets declared in Section 6)</i>			
a	Mortgage Details		
	<ul style="list-style-type: none"> amount outstanding on principal residence 		
	<ul style="list-style-type: none"> a final payment date 		
b	Other liabilities <i>(please specify)</i>		

8. NET ASSETS

	TOTAL ASSETS (6)		
	LIABILITIES (7)		
	NET ASSETS (6-7)		
	<i>Please explain any reasons why net assets cannot be converted or utilised to pay school fees.</i>		

9. DEPENDENT CHILDREN					
<i>(Include the child to whom this application refers: if more than 4 children, given details on a separate sheet)</i>					
		1	2	3	4
a	Forename				
b	Date of Birth				
c	School or College				
d	Boarding or Day				
		£	£	£	£
e	Annual school or other educational fees (<i>excluding extras and sundry disbursements</i>)				
f	Compulsory additional school charges				
g	Amount of fees shown in (e) covered by:				
h	<ul style="list-style-type: none"> Scholarships, Bursaries or other allowances given by school 				
i	<ul style="list-style-type: none"> Annual sum arising from capital repayment scheme 				
	<ul style="list-style-type: none"> Services/Diplomatic/ Company Education Allowances (gross) (<i>state whether sum has been included in gross salary at 3(a)</i>) 				
	<ul style="list-style-type: none"> Annual sum arising from Educational Insurance Policies 				
	<ul style="list-style-type: none"> Assistance from any other sources eg Grandparents, trusts, charities, etc (<i>please specify</i>) 				
	<ul style="list-style-type: none"> Annual income of child (<i>if any</i>) 				
	<ul style="list-style-type: none"> Capital Value of Trust 				
<p><i>The details requested with regard to the fees payable and grants on behalf of your other children are for information only and will not normally be taken into account in the assessment of the level of grant awarded.</i></p>					

10. OTHER DEPENDENTS *(please give details)*

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11. VERIFICATION OF INCOME

Please enclose documentary evidence in support of the income figures in Section 3.

Please tick those you are enclosing:

<input type="checkbox"/>	P60 and P11D	<input type="checkbox"/>	Copy of HMRC tax calculation issued under Self Assessment	<input type="checkbox"/>
<input type="checkbox"/>	March Pay Advice	<input type="checkbox"/>	Confirmation of Schedule D self employment income from an independent accountant	<input type="checkbox"/>
<input type="checkbox"/>	Report & Accounts (including Balance Sheet) for the years	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Others <i>(please specify)</i>	<input type="checkbox"/>	e.g. copies of dividend vouchers, bank interest certificates	<input type="checkbox"/>

12. VERIFICATION OF ASSETS please enclose documentary evidence of capital assets and tick those you are enclosing:

<input type="checkbox"/>	Property Valuation	£	Investment Portfolio Valuation	£
<input type="checkbox"/>				
<input type="checkbox"/>	Mortgage statement	£	Contents Insurance	£

13. HOME VISIT

The school may wish to visit you at your home address to discuss your application for support. Please indicate whether you are happy to receive a visit from the school's representative.

Yes/No
Delete as appropriate

ANY ADDITIONAL INFORMATION - PLEASE INCLUDE ANY INFORMATION OR BACKGROUND WHICH MIGHT SUPPORT THE APPLICATION.

14. DECLARATION

We/I have read the notes and have made a complete and accurate declaration of our/my income and assets.

We/I understand that if we/I are/am offered a Grant for our/my child and accept a place for him/her at the school, the following terms and conditions will apply as between ourselves/myself and the School:-

- a) our/my child’s fees account with the School will be credited termly with the amount of the Grant for so long as the award remains in effect;
- b) any award of a Grant is subject to annual review and we/I must complete an annual review and we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the School and supply all relevant supporting evidence by the return date indicated;
- c) we/I will report immediately any material change in the financial position declared;
- d) the Grant may be withdrawn or reduced if:
 - i) we/I act or our/my child acts in breach of the
 - ii) we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
 - iii) we/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
 - iv) in the opinion of the Head, our/my child’s attendance, progress or behaviour no longer merits the continuation of the award;
 - v) we/I are more than [28] days in arrears in respect of any amount due and owing to the School;
 - vi) there is a material change in our/my financial circumstances;
 - vii) the School’s resources are insufficient to maintain the level of award.
- e) the Grant will be withdrawn and the value of any amount of the Grant previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Grant.

Signatures: (See Guidance Note 2)

Parent/Guardian* Date:

Parent/Guardian* Date.....