



OLD BUCKENHAM HALL
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Policy for the Award of Bursaries



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General

The Governors recognise that there may be circumstances where, for the public benefit in promoting education and in order to ensure the widest possible access to the School, it may be beneficial for eligible parents/guardians to be offered means-tested financial support to assist with the payment of school fees (a "Bursary"). Bursaries may be made solely at the discretion of the School having regard to its financial situation, to the merits of the applicants and to the financial, compassionate or other pertinent circumstances of applicants.

Bursaries are subject to repeat assessment of parental means each year and may be withdrawn or varied (upwards or downwards), depending on circumstances.

Bursaries may be made in respect of new entrants to the School (in respect of which an application should have been made no later than 31st January in any year for Bursaries to commence the following September) and also in respect of current pupils of the school where family circumstances may have changed. Before an application can be considered, a means-testing form must have been submitted by the applicants to the Financial Manager.

Criteria

All applicants will be considered taking into account the suitability of the pupil or prospective pupil, financial limitations on the part of the parents or guardians and other factors. Additionally, the financial situation of the School shall be considered.

- **Suitability:** In assessing a child's suitability, attention will be given to the assessment result or current academic performance of each applicant. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress 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 (where relevant) will be consulted for evidence of good behaviour in respect of potential new entrants to the School.
- **Financial limitations:** Each case is assessed on its own merits. It is recognised that judgements about what sacrifices a family should make to pay school fees will necessarily be subjective. However, as well as current earnings, other factors which should be

considered in determining the financial constraints of families include, but are not limited to:

- 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 of houses.
- In cases of separation, the contribution made by the absent parent.
- Contribution to household costs received from other family members or from any other source or the ability to contribute to household costs by other family members.
- Where fees are being paid to other schools (or universities) these may be taken into account.
- The following would not be consistent with the receipt of a Bursary:
 - Frequent or expensive holidays;
 - New or luxury cars;
 - Significant payments into pension schemes;
 - Investment in significant home improvements; or
 - A second property/land holdings.
- Other factors: It is recognised that, in addition to financial constraints, there may be other circumstances, which may be considered. These include, but are not limited to, the following:
 - Where a child has siblings at the school.
 - Where a parent/guardian is terminally or chronically ill or is unable to secure permanent employment as a consequence.
 - In respect of current pupils, the timeliness with which an application has been made and past efforts made to pay due fees on a timely basis.
- Financial situation of the School: Consideration shall be given to all aspects of the financial situation of the School including, but not limited to:
 - Any indebtedness;
 - Current and expected pupil numbers and fee income;
 - The development of the cost base of the School; and
 - Any investment or development plans.

Conditions

Confidentiality

Bursary awards made by the school are conditional upon the recipients acknowledging that the award is, and will, remain confidential as between themselves and the school. The school will require recipients to undertake not to disclose either the fact of the award or any of the terms which have been agreed between themselves and the school without first obtaining the prior consent in writing of the Financial Manager.

Continuing good behaviour

For those previously in receipt of Bursaries, the Awards Panel has the discretion to recommend the reduction or withdrawal of an award where a pupil's progress, attitude or behaviour has been unsatisfactory.

Timeliness of payment of fees due

Similarly, the discretion exists to withdraw an award where the payment of any fees or charges payable by the parents / guardians is materially overdue.

Continued financial well-being of the School

The renewal of awards remains always subject to their not undermining the financial well-being of the School. Hence, there may be circumstances in which awards may be withdrawn where their financial effect has become unduly onerous.

Annual Review

All Bursary awards are subject to repeat assessment of parental means each year and may be removed, or varied (upwards or downwards) depending on parental circumstances. Current Bursary holders will be issued with repeat means-testing forms at the beginning of May each year for return by the end of the month.

Authorised by the Board of Governors on 10th June 2016.