



St Paul's School
FOUNDED 1509

Bursary Policy

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk

1. The aims of this policy are:

- to declare what a Bursary is;
- to declare who is eligible;
- to set out the scope of assessment, decision and review;
- to declare when application, assessment and decisions are made.

This policy should be read by all Parents who are considering applying for a place at St Paul's School and also requesting financial assistance with the fees.

2. Terminology

The School or We: means St Paul's School which comprises both St Paul's School and St Paul's Juniors.

Parents: means any person who would sign the Acceptance Form and / or who accept responsibility for a child's attendance at this School and as a consequence be responsible for paying the School fees.

3. What is a Bursary?

A Bursary award provides a percentage fee remission for Parents who have accepted a place at the school for their child. Awards may vary from 5% to a 100% fee remission.

4. Who is Eligible for a Bursary award?

The funds allocated for bursaries are limited and the School has hence decided that to broaden access to the School Bursary Awards shall be limited exclusively to

- a. Following assessment, candidates who have been offered a place at the school.

And

- b. The family home is in the UK where at least one Parent resides.

And

- c. Where Parents and candidate fall into one of the following categories:

- i. British Citizens in possession of a British passport (The United Kingdom of Great Britain and Northern Ireland) and Irish Citizens in possession of an Irish passport.
- ii. Have 'settled' or 'pre-settled' status
- iii. Have 'indefinite leave' to remain in the UK

Parent should consult the UKVI website for a detailed explanation of these criteria established by the UK Government. These are the criteria used by the school.

5. Size of Bursary Award

There is no precise formula to determine the size of a Bursary award. The School has limited funds and the underlying principle used in determining the size of awards is to widen the access to the school without imposing undue hardship upon the families of those receiving fee assistance. The

School will use its judgement to act as fairly as possible in determining the size of the award whilst ensuring its funds are well focused.

In doing so, we will request and examine a family's: current earnings; assets; property value; savings and investments and essential family expenditure.

For the avoidance of doubt we would explore:

- The ability to improve the financial earnings of the family. For example, if both parents are able to work and earn an income the School would expect them to do so.
- The opportunities for the release of equity. If a family home is considered too large, or in an expensive area, moving or re-mortgaging would be expected to release capital as would equity in a second home.
- The use of any significant investments and or savings to pay the fees.
- Whether other siblings at similar fee-paying schools were receiving awards towards the payment of fees and expect the value of remission to be similar to any offer the School would offer.
- In the case of separated parents, the possible contribution made by both Parents. We will financially assess the capacity of both Parents to contribute to the fees unless there was a strong reason not to.

6. Assessment Process

6.1 Parents indicate at registration that, should their son be successful in his application, they wish to be assessed for possible Bursary assistance. If they indicate they do, the registration form will reveal the eligibility conditions outlined in section 4.

6.2 Once submitted all registrations are reviewed by a member of the admissions team and acknowledge by email. If a candidate is not a UK/Irish passport holder and parents have indicated they would like to be assessed for a Bursary, the admissions team will notify them of eligibility conditions outlined in section 4.

6.3 For 16+, 13+ and 11+: If, after assessment, a bursary candidate is offered a place the eligibility of the family will be checked by the admissions department. If eligible, the Finance Manager will request details of the family finances and make the Bursary assessment.

For 7+ and 8+: After the written examinations, the families of potential bursary candidates selected for interview will be checked for eligibility by the admissions department. If eligible, the Finance Manager will request details of the family finances and make the Bursary assessment.

6.4 The calculation of any possible award will only be possible once the Finance department is satisfied that a full and satisfactory financial disclosure has been provided. Without full disclosure a Bursary award will not be made.

6.5 An initial decision on the size of any award is made by the Finance Manager. All award decisions are then reviewed and finalised by the High Master. They are awarded at their discretion.

6.6 If a place at the School is offered to the child, then the Parents will be informed of the size of any Bursary award and any reduced deposit before the acceptance of the place is due.

6.7 On becoming a pupil at the School, the academic performance of the pupil has no bearing on the Bursary award.

6.8 On becoming a pupil at the School, the behaviour of the pupil has no bearing on the Bursary award.

7. Hardship Bursaries

The Parents of any pupil at the School (SPS+SPJ) who experience a wholly unforeseen change in their financial circumstances and believe they are no longer able to afford part or all of the fees may apply for a Bursary. They should approach the Finance Manager who will follow 5.4 and 5.5 of the Assessment processes.

8. Annual financial Review

Each Bursary award will be reviewed annually to assess any change in family circumstances. Parents will be required to submit annual financial returns for income, assets and expenditure. After review the size of the award may be altered.

The School must be informed immediately if there is a significant change, for the good or bad, in a family's financial circumstances.

9. Decision making

Bursary awards are made entirely at the discretion of the School. The School reserves the right to exercise its powers of discretion in making or amending an award under this Scheme and to make any reasonable enquiries it considers necessary in assessing an application for assistance. The School also reserves the right to interview Parents about their application at either the School or in their home/s. Home visits are undertaken on our behalf by our agents, Bursary Administration Limited who will treat all information in the strictest confidence but will share information received with the School.

Parents who apply for a Bursary award do so on the full understanding that awards are discretionary, and that there is no right of appeal against the decision of the School.

10. False information

Any person found to have wilfully or recklessly provided false information in connection with an application for financial assistance will have all offers of financial assistance withdrawn, their child disqualified from any Bursary Award and be liable to repay to the School the amount of any financial assistance previously awarded.

11. Disclosure

When necessary, the School reserves the right to share the information that a child is on a Bursary with appropriate staff, others who may have legal responsibility for that child, and the child.

12. Data Protection Notice

The School will use Parents' personal data and that of their child for the purposes of assessing their application for financial assistance with the costs of attendance of a pupil at the School. For further details on this, please refer to the School's Privacy Notice which can be found on the website.

To assist the School in deciding about parents' applications and to prevent fraud we may make other enquiries of appropriate third parties such as credit reference agencies, employers or financial institutions.

A family's personal data may be disclosed to members of the School's staff who are involved in the assessment process including the Finance Director, Finance Manager, Finance Assistant, High Master and Head of St Paul's Juniors (for St Paul's Juniors bursaries only). This data may also be shared between the School and its agent, Bursary Administration Limited, where the School requires a home visit to be undertaken.

If a Parents' application for assistance is not successful the School will destroy the application form and all accompanying information after a period of two years. If the application is successful the information will be retained by the School for the duration of the child's education at St Paul's and for a reasonable period thereafter.