



Bursary Policy

Bancroft's

Independent Co-educational Day School 7–18

Bursary Policy

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Terminology:

Head means the Head of Bancroft's School

School means Bancroft's School

Parents includes one or both parents, a legal guardian, or education guardian. Parents is also defined as:

- The natural father or mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
- The parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household.

Student or Students means any student or students in the School at any age.

Bursary Portal means our secure data collection site via ITQ Metis for the management of our Bursary applications, in conjunction with our external bursary assessment provider Bursaries Administration Limited (BAL)

Introduction:

1. Bancroft's has a long tradition of taking pupils from a variety of backgrounds, and participated in the Direct Grant and the Assisted Places Schemes that have since ceased. The School Governors, in seeking to widen access and reduce the burden of fees for parents on whom it would rest most heavily, has sought to continue this tradition by making means-tested Bursaries available each year for new entrants to the Senior School. Candidates need to qualify for a place at the School as a result of their performance in the 11+ or 16+ entrance examinations and interviews. Exceptionally, Bursary awards may be offered in the Preparatory School subject to need and available funds.
2. This policy contains an overview of the Bursary Scheme in operation at Bancroft's School and provides details of the procedure for applications to, and awards made, under the scheme.
3. Bancroft's is committed to broadening access to the School by offering whenever possible to eligible parents/guardians financial assistance with the payment of school fees through the provision of Bursary awards. Bursary awards are designed to enable children of high ability from all backgrounds to enjoy a Bancroft's education, where their parents/guardians might not otherwise be able to afford the full school fee.
4. Due to the limited financial resources of Bancroft's School, not every eligible application for a Bursary will be successful. *Bursaries are awarded based on performance in the entrance exam, school reports and an interview and upon fulfilment of the school's financial assessment criteria. The School's decision is final and there is no right to appeal.*

This policy should be read in conjunction with: **The School's Admissions Policy**

The School's SEND Policy

The School's Equal Opportunities Pupils Policy

Eligibility:

5. Bursaries are awarded following a confidential means-tested assessment of the parents/guardians financial circumstances. This will include, but is not limited to, an examination of the applicant's income, assets, savings and other investments, undertaken by the school in order to determine whether the criteria for a benefit or financial assistance has been met. A child's performance in the admissions process, including exams and interview, is also considered. While funds are limited each year, families with a joint income below £74,000 may be eligible to apply. All applicants must meet our academic entry standards to ensure Bancroft's is the right environment for them.
6. The assessment of the level of Financial Assistance is calculated on a graduated scale based on gross joint income. Net disposable income may also be considered. Parents / guardians are also required to complete a comprehensive confidential statement of their income and assets, together with **copies** of any additional information and supporting documentation via our Bursary Portal. The School will consider compassionate and other relevant circumstances as part of the assessment process.
7. All parents/guardians who have parental responsibility for the applicant must complete the online assessment. This applies to divorced and separated parents, regardless of their current contribution to the applicant's educational costs or living expenses. In such cases, the details from one parent will remain confidential and will not be shared with the other parent. Please note parents will need separate email addresses in order to complete the application for their child. If one parent has sole responsibility through a court order, then evidence of this must be provided.
8. The value of an award depends on a number of factors, including total gross joint income, capital assets and the number of dependent children. Parents / guardians on the very lowest levels of income may be eligible for an award equivalent to 100% of tuition fees. The Chief Operating Officer will be happy to discuss potential eligibility and may be contacted at coo@bancrofts.org
9. Bursaries are subject to annual review and parents will be asked to provide updated financial documentation via our Bursary Portal. The annual review may result in the amount of an award being withdrawn, reduced or increased.
10. Once the School's financial assessment criteria have been met, Bursaries are awarded based on performance in the entrance exam, school reports and an interview.
11. Relevant income is based on parents'/guardians' gross joint income, benefits, allowances and any other form of income, from all sources and is calculated from the information provided and from information obtained by the School during the review of the application. In addition to relevant income, the School will also take into consideration savings, financial and property investments and assets when determining eligibility for the award.
12. It is recognised that judgements regarding what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that its limited charitable resources are directed towards the most deserving cases and for this reason Bursaries are not intended to support families that, with reasonable financial and personal sacrifices, could otherwise afford to pay the full fee. Family finances with the following characteristics would not normally qualify for a Bursary award:
 - Opportunities to release capital. For example, significant capital savings, retained profits in a business and investments would be expected to be used for the payment of school fees, as would significant equity value in houses;

- Proven ability to borrow, including where families have been able to secure additional mortgages on buy-to-let properties;
- The potential to improve the financial position or earning power of the family - 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;
- In cases of separation, any significant contributions made by the absent parent;
- Contributions to income costs and school fees by other, wider family members, any adults unrelated to the child, family trusts or by outside sources;
- Where fees are being paid to other schools or universities;
- Other indicators of wealth, for example:
 - o Frequent or expensive holidays;
 - o New or luxury cars, including those on hire purchase;
 - o Investment in significant home improvements;
 - o A second property/land holdings;
 - o Other luxury items;
 - o Other significant expenditure

Terms of Bursary Awards:

13. The School reserves the right to make or alter this Bursary Policy from time to time in the light of its changing financial or other circumstances.
14. Any terms on which a Bursary is awarded will be set out as part of the offer of a place and will generally continue for the child's duration at the School subject to annual review (see below). In the case of children who are awarded an exceptional Bursary place at 7+, Bursary support will cover the time during which the child attends Bancroft's Preparatory School and will be subject to annual review and a re-evaluation prior to entry to the Senior School.
15. Bursaries are reviewed annually (see below) to take account of changes in parental circumstances.
16. The Head's decision is final in awarding a Bursary. The COO's decision is final in determining eligibility for the scheme and in assessing fees payable.
17. Pupils with a 100% Bursary award will receive financial assistance with additional expenses such as uniform and public exam fees. This will consist of the following:
 - A £300 uniform grant is provided on admission and again, if needed, during a pupil's time from Thirds to Upper Fourth only (scanned copies of the receipts confirming the purchases will need to be sent to accounts@bancrofts.org in order to reclaim the cost).
 - An appropriate 1:1 device will be lent to pupils (at the start of Thirds or Lower Sixth only), by the school, to be returned when they leave.
 - All public exam fees are paid for by the School (excluding re-sits)
 - Home to School transport costs (if applicable).

18. Parents / guardians are expected to abide by the "Conditions of Bursary Award" at Annex A.

Confidentiality:

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

Applications:

20. Applications for financial assistance in the form of a mean-tested Bursary award fall into two categories: new applicants and existing awards which are reassessed on an annual basis.

New applicants:

21. Means-tested Bursaries are only available for new applicants at 11+ and 16+ at the School. All awards are conditional on:

- Full disclosure of information requested within the timescales given to be submitted via our Bursary Portal, including evidence of income- (this may include pay slips, P60, HMRC self-assessment documents, pension income proof, share dividend vouchers and bank interest, bank statements, crypto currency wallets, proof of residence including council tax bills etc.);
- The School satisfying itself that the information given is accurate. The School may seek objective third-party confirmation of a family's financial circumstances;
- A home visit may be undertaken, and parents/guardians may also be invited to meet a member of Bursary Assessment Limited (BAL) to discuss their financial situation

22. The School will not proceed with an application from anyone giving misleading, inaccurate or incomplete information.

Existing Awards - Annual reassessment:

23. Once awarded, a Bursary will normally be held for the duration of a pupil's school career. However, as a condition of the award, parents/guardians will be required annually to provide updated financial documentation via our Bursary Portal. The annual review may result in the amount of an award being withdrawn, reduced or increased. Continuation of the Bursary is conditional upon:

- Full disclosure of information requested within the timescales given;
- The School satisfying itself that the information given is accurate. The School may seek objective third-party confirmation of a family's financial circumstances;
- A home visit may be undertaken, and parents/guardians may also be invited to meet a member of the bursary assessment team to discuss their financial situation
- Continuing financial need.

24. The School reserves the right to withdraw a Bursary from anyone giving misleading, inaccurate or incomplete information and in such instances the School may require parents/guardians to pay the School the value of all fee remissions and financial assistance previously provided under the scheme. The parents/guardians are responsible for notifying the School of a change in financial circumstances.
25. In addition, the Head also has the discretion to recommend the withdrawal of an award where a pupil's academic progress, attitude or behaviour has been unsatisfactory.
26. After any annual review, the School reserves the right to vary the value of the award or withdraw it with immediate effect and will confirm the new value of the award in writing to the Parents before the end of the summer term.

The Application Process:

27. If an applicant wishes to apply for a Bursary the following steps need to be followed:

Step 1:

As part of the registration process, applicants will be required to indicate if they intend to apply for a Bursary. Guidance on the level of gross joint income above which Bursary support will not normally be available is included on the Registration Form and may be varied from time to time. Parents seeking clarification on their eligibility should contact the COO's Office in the first instance.

Step 2:

Applicants who have indicated they believe they meet the financial criteria for Bursary support will be directed to our secure Bursary portal - to complete a financial disclosure in order to make an initial assessment of financial need and eligibility. It is essential that applicants provide all of the financial information requested at this stage. Failure to provide full financial disclosure will result in the Bursary application being withdrawn.

Step 3:

Following the first stage of the admissions process (entrance examinations) Bursary applicants invited to the second (interview) stage will be subject to a more rigorous assessment of their financial disclosure by the School's agents Bursary Administration Limited (BAL). It is essential that parents respond to any follow-up questions and/or make themselves available to meet with BAL representatives, either via Teams and/or home visits, within the timeframes requested by BAL and the School.

Step 4:

If the applicant is successful in their financial application and the candidate passes the entrance exam and is offered a Bursary at the School, the award will be subject to an annual review. Parents of Bursary award holders will not be required to pay the full deposit when submitting the Acceptance Form, but a reduced deposit of £250.00.

In line with GDP regulations, copies of supporting documents for candidates not considered and candidates that have not accepted their offer are destroyed as confidential waste, once the admissions process has concluded.

This policy will be held on the School's website.

Annex A

Bursaries: Conditions of Award:

1. **Grant of the Award:** An award is granted at the sole discretion of Bancroft's School (the **School**). The School's decision is final and there is no right to appeal.
2. **Obligations of the Pupil:** The Pupil who is the subject of an award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. The Pupil must adhere to the School's required standards of conduct and progress. These are the **Purposes of the Award**.
3. **Obligations of the Parents/Guardians:** The parents/guardians are required to:
 - 3.1 support and encourage the Pupil to achieve the Purposes of the Award; and
 - 3.2 treat members of the School community reasonably and to uphold the aims and the good name of the School; and
 - 3.3 comply with the School's *Terms and Conditions*.
4. **Continuation of the Award:** Continuation of the award is dependent upon the following conditions being fulfilled:
 - 4.1 in the case of a means tested award, the parents/guardians satisfying the School's financial requirements each year;
 - 4.2 in respect of all awards:
 - 4.2.1 the financial resources allocated by the School to support the award being sufficient to maintain the award; and
 - 4.2.2 it being in the financial interests of the School to maintain the award; and
 - 4.2.3 the Pupil complying with the obligations set out in clause 2 above. (Please also see clause 6.2.1 below.)
5. **Confidentiality:** The value and terms and conditions of the award shall remain confidential to the parents/guardians and the Pupil and the School.
6. **Termination of the Award:** The award may be terminated on the following grounds:
 - 6.1 **termination on financial grounds:** the School may terminate the award on one Term's notice in writing if, in the opinion of the School acting in good faith:
 - 6.1.1 the parents/guardians have not satisfied the School's financial requirements under clause 4
 - 6.1.2 the School is no longer able to continue the award under clause 4.2.1 or 4.2.2 above.

The termination shall take effect from the date set out in the written notice.

- 6.2 **termination on the grounds of conduct:** the School may terminate the award by written notice sent to the Parents/Guardians with immediate effect if, in the opinion of the School acting in good faith, one or more of the following conditions has been fulfilled:
- 6.2.1 the Pupil has not complied with the obligations set out in clause 2 and in the further opinion of the School there has been no significant improvement following consultation with the parents/guardians and / or the pupil and the issue of a written warning; or
 - 6.2.2 the parents/guardians have not complied with the obligations set out in clause 3; or
 - 6.2.3 the parents /guardians do not keep the value and terms and conditions of the award confidential in accordance with clause 5; or
 - 6.2.4 the parents/guardians withdraw the pupil from the School without providing proper Notice.
 - 6.2.5 the pupil is suspended from school (including neutral suspensions)
- 6.3 **repayment of the award:** the parents/guardians will be required to repay all or part of the benefits received under the award if it is terminated in any of the following circumstances:
- 6.3.1 under clause 6.1.1 if the parent/guardians have knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable; or
 - 6.3.2 under clause 6.2.5 if the pupil has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be Expulsion or required Removal, up to three Terms' benefits (if received) may be repayable.
7. **Cancellation and Withdrawal:** For the avoidance of doubt, the benefit receivable under an award will not apply to the parents'/guardians' liability to pay the first Term's Fees if less than one Term's Written Notice of Cancellation is given, or to any Term for which the School requires payment of Fees in lieu of Notice following Withdrawal without proper Notice.
8. **Conditions of Award:** These Conditions of award take precedence over any of the School's *Terms and Conditions* which are inconsistent with them but in all other respects the School's *Terms and Conditions* as amended from time to time shall apply and these Conditions of award shall be interpreted in accordance with them.