

1. Policy Statement

The Proprietors and Governors of Bournemouth Collegiate School (BCS) are committed to broadening access to the School by offering eligible parents means-tested financial support with the payment of school fees. Such support is known as a Bursary and may be awarded in the form of a discount on tuition fees payable to families, depending on the financial, compassionate or other pertinent circumstances of applicants. Bursary support is based on an assessment of financial circumstances. It considers capital assets as well as income, investments and savings. It also makes allowances for dependents and other relevant considerations.

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3. Policy Aims

The aims of the policy are:

1. To enable access to the education provided by the school to children from all sections of society;
2. To ensure that children already at the school will not be forced to leave if the members of their family responsible for fees have come upon unforeseen financial circumstances.

All Bursary applications are treated in the strictest confidence and pupils will not be made aware that they benefit from a Bursary unless informed by the parents/carers.

4. Aims and Ethos of the School

At BCS we believe in a child-centred education and value the contribution and achievement of every pupil.

We are a values focused school, and these are extremely important to us and are central to everything we do every day.

The aims of BCS are:

- To celebrate a culture of success where everyone strives to achieve academic excellence through endeavor and diligence.
- To foster a safe, happy and supportive environment where creativity, curiosity and freedom of spirit can flourish.
- To engage pupils in activities and leadership choices that will make them socially responsible in their local and wider communities.
- To equip everyone with the skills for the demands and challenges of a rapidly changing world.
- To be an inclusive school where everyone is proud of who they are and what they can achieve.

Core aspirations; Creativity, Curiosity, Commitment and Community

5. The Application Process

a. Bursaries at point of entry (Senior School only)

The application process for any new bursaries generally starts at the point of formal application for those entering the Senior School only. Applications received later in the academic year may not be supported by the Governors as funds may already have been allocated.

Parents may apply for a Bursary by writing to the Admissions Registrar who will refer the application to the School's independent assessors and external company, Bursary Administration Ltd (BAL). Whilst the school will cover the majority of the cost of the applications, parents wishing to apply for a Bursary will be required to pay £50 towards the costs. BAL will seek to establish the financial circumstances of the household and will ask the applicant family to provide full disclosure of their financial position. This information must be accompanied by full documentary evidence. Completed



forms and evidence should be submitted to Bursary Administration Ltd.

Information provided to Bursary Administration Ltd is reviewed and assessed by them. This may involve a visit to the applicant family's home by a representative from Bursary Administration Ltd, to ensure that any information submitted has been correctly interpreted and that the basis of the assessment is fair.

It is critical that applicants answer all the questions carefully and in full, and documentary evidence be provided to support the application. Should any of the information disclosed in the application become inaccurate at a later date the school must be informed without delay. Failure to disclose requested information or a change in financial circumstances to the school could lead to a Bursary being withdrawn. The Governors will decline or withdraw a Bursary if it is discovered that they have been misled at any time either during the application process or whilst a Bursary has been held in previous academic years.

Information and recommendations from Bursary Administration Ltd are sent to the Headmaster for a proposal or recommendation for the Governors to consider.

The Headmaster will assess all applications to establish the likely level of support required in order to allow the pupil to attend the School. In addition, the Headmaster will make a recommendation based upon the benefit to the pupil of attending BCS and the contribution the pupil will or is likely to make to the School. The Governors have the authority to make a final decision which is then communicated to the applicant family via the Registrar.

Please note that the decision of the Governors is final and there is no further right of appeal.

Should a Bursary be offered, parents are required to acknowledge agreement by signing and returning the Bursary agreement.

b. Current pupils

Where financial circumstances of a family have changed significantly the school will consider a Bursary application from current parents. These awards are available to parents at both the Prep and Senior Schools and will follow the exact same procedure and expectations with the additional following:

- Bursary awards will be for a short-term fixed period
- Priority will be given to parents who have contributed to school fees for a number of years and whose children are in year group where there are public examinations, e.g. GCSE and A level.

6. Considerations in the Assessment Process

The Headmaster will consider a number of factors when making a judgement as to the justification for support and the extent of any such support. Each application is considered on its own merits. 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 any financial support it offers is well-focused and targeted appropriately.

Factors considered include, but are not limited to the following:

- Suitability of the child to the School: attention is given to the academic assessment result of each applicant, but potential is also considered as well as actual achievement. Those judged likely to gain most from the education provision will be given priority. Pupils to whom support is offered must, in the opinion of the Headmaster, 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, extracurricular activities on offer at the School. Previous school reports may be consulted for evidence of good behaviour.
- Financial Circumstances: the amount of the award is not influenced by the academic ability of the child, but by the extent of need. Consideration is given to the ability to improve the financial position or earning power of the family; opportunities to release capital (including investments and significant equity value in houses); in cases of divorce or separation, the contribution made by both parents; any contribution to fees or other household costs by other, wider family members; any adults unrelated to the child or from outside sources; any fees being paid to other schools (or universities) for siblings.

All awards are subject to the School's ability to fund them within the context of its overall budget and cannot therefore be guaranteed.

7. Other Factors

It is recognised that there may be other circumstances which could be taken into account. These include:

- ✓ Where a child has siblings at the School
- ✓ Where the social needs of the child are relevant (for example, the child may be suffering bullying at their present school)
- ✓ Where a parent or guardian is terminally ill or unable to secure permanent employment due to poor health
- ✓ Where a separation has resulted in the child having to be withdrawn from the School at an important stage of his or her education.

The School considers the following would not be consistent with the receipt of a bursary:

- ✓ Frequent and/or expensive holidays
- ✓ Expensive hobbies
- ✓ New or luxury cars
- ✓ Investment in significant home improvements
- ✓ A second property or land holdings

This list is indicative but is not exhaustive.

8. Misleading applications

Governors reserve the right to seek redress for historical misinformation and may inform any appropriate authorities.



9. School Extras

Any Bursary awarded is financial support towards fees only. All other extras, including peripatetic lessons of any nature, remain the responsibility of the Bursary recipient.

10. Review of Bursary Awards

Awards are subject to internal review each year by the Business Manager, Headmaster and Finance Governor. Awards are reviewed to reflect changes in fee costs as well as a change in financial circumstances for those in receipt of a bursary e.g. where previously a family had two children at the School, but one has left. If, in the opinion of the School a full review is required then this will be funded by the School. Within overall budget funding, the School will consider applications for cases of sudden, unforeseen need where applications meriting assistance are received out of the normal cycle for the submission, scrutiny and award of Bursaries. In such cases, the sum will be set within budgetary constraints.

11. Removal of a Bursary

The Headmaster has a discretion to recommend to the Governors a reduction or withdrawal of an award where a pupil's progress, attitude or behaviour has been unsatisfactory, where any conditions attaching to the award have not been met or where parents have failed to support the School, for example by the late payment of any contribution they are making to the fees.

12. Confidentiality

The School respects the confidentiality of Bursary awards made to families, and recipients (parents and pupils) are expected to do likewise. It is a condition of the Bursary that it remains confidential. Breach of this condition will may in the withdrawal of the Bursary and possible reimbursement to the School.

13. Other Sources of Bursary Assistance

The School encourages applications to trusts and charities which may provide financial support. The School does have some contacts available on request.

14. Additional Information

This policy should be read in conjunction with the School's Admissions Policy.

This policy is available to parents and prospective parents via the Registrar on request and published on the School website.



IMPORTANT NOTE REGARDING DATA PROTECTION

The School will need to collect and use information relating to pupils and parents for the purpose of evaluating an application for a Bursary. This may include (but is not limited to) name, address, contact information and detailed financial information. This information is used for the purpose of enabling the School to evaluate any Bursary application that is made to it, voluntarily, by parents/guardians. This information may be collected and analysed by Bursary Administration Limited on behalf of the School, but otherwise will not be shared with any third parties. The School will process personal data in accordance with the Data Protection Act 1998 (as amended or superseded including from 25 May 2018 the General Data Protection Regulation) and other related legislation. Personal data relating to unsuccessful applicants is deleted within three years of the end of the application process, except that a record of the applicant's name and a basic description of the reason they were unsuccessful is retained for the School's own records.

Upon written acceptance via the Bursary Agreement of a place at the School, the Terms and Conditions will apply and that document (and any other privacy notices which the School provides to individuals from time to time).