



MALTMAN'S GREEN
SCHOOL

Bursary Policy

This policy also applies to the EYFS

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1 Introduction

- 1.1 This policy has been authorised by the trustees (the "**Governors**") of Maltman's Green School Trust Limited (the "**Charity**") in furtherance of the Charity's Public Benefit Policy.
- 1.2 This policy contains an overview of the Bursary Scheme currently in operation at Maltman's Green School (the "**School**") and details of the procedure for applications and awards of bursaries. It also contains ancillary documents, including a means questionnaire to be completed by applicant parents.
- 1.3 The status of this policy is advisory only. It is addressed to parents of pupils and of prospective pupils and to all members of the teaching and administration staff. The policy, together with all ancillary documentation, is made available to all parents and prospective parents on request.
- 1.4 This policy will be reviewed on a three yearly basis in conjunction with the Public Benefit Policy.

2 The Bursary Scheme

- 2.1 The Bursary Scheme has two aspects:
 - 2.1.1 Bursaries for the parents of new pupils on low income who for financial reasons might otherwise be unable to send their child to the School; and
 - 2.1.2 Financial Support for existing parents whose financial position changes unexpectedly once their child is already at the School.
- 2.2 The value of Bursaries awarded may be up to 100% of full fees. In exceptional circumstances, at the discretion of the Governors, additional assistance may be provided to help parents meet the non-fee costs of their child's education at the School.
- 2.3 The value of Financial Support awarded may be up to 90% of full fees. In exceptional circumstances, at the discretion of the Governors, additional assistance may be provided to help parents meet the non-fee costs of their child's education at the School.
- 2.4 Bursaries may be awarded to pupils in any year groups from their commencement in Reception up to and including Year 6 inclusive. No bursaries are available to pupils in Nursery or Little Malties.
- 2.5 Due to the limited financial resources of the Charity not every eligible application for a bursary will be successful.

3 Eligibility and procedure for applications

- 3.1 Bursaries are entirely means tested and are awarded on an annual basis to parents who satisfy financial criteria set by the Charity from time to time in relation to their

income and the value of their capital assets and who meet the application requirements set out below in full.

- 3.2 Financial Support awards are entirely means tested and are awarded on an annual or termly basis to parents who satisfy financial criteria set by the Charity from time to time in relation to their income and the value of their capital assets and who meet the application requirements set out below in full.
- 3.3 Applicants should contact the Bursar at the School office in the first instance for more information in relation to the financial criteria set by the Charity.
- 3.4 All applicants for Bursaries and Financial Support are required to undertake an assessment by the School's externally appointed advisors in Bursary Administration and provide them with any supplemental information that is requested. It is critical that parents answer all of the questions carefully and in full.
- 3.5 The assessment is designed to provide a full picture of the income and capital assets of applicants so that the School's Public Benefit and Bursaries Sub-Committee can determine those to whom an offer of a bursary would be most beneficial.
- 3.6 All Bursaries are subject to an annual means-test review by the School's externally appointed advisors. Nevertheless, should any of the circumstances change, the School must be informed without delay. For example, should the financial position of parents with a pupil already at the School change unexpectedly, they should contact the Bursar as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the School could lead to a bursary being withdrawn or withheld.
- 3.7 All Financial Support Awards are subject to an annual means-test review or more frequent review as determined from the original request. Nevertheless, should any of the information disclosed in response to the assessment become inaccurate at a later date, the School must be informed without delay. For example, should the financial position of parents with a pupil already at the School change unexpectedly, they should contact the Bursar as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the School could lead to a bursary being withdrawn or withheld.
- 3.8 The deadline for Bursary applications for consideration by the Public Benefit and Bursary Sub-Committee is 31st October in the year prior to the year of entry.

4 Procedure for determining awards

- 4.1 Bursary applications are considered by the Bursaries Sub-Committee during each term. The Bursar will notify applicants of whether they have been successful by letter within 21 days of the deadline. All applications will be considered in order of their registration date with the School and on a strictly means tested basis. Successful applicants will be sent a letter of offer specifying the conditions of award and requiring them to complete and sign an acceptance form.
- 4.2 Applications for Financial Support Awards will normally be considered by the Public Benefit and Bursaries Sub-Committee at their next termly meeting after the Bursar has received a means-tested application form. In exceptional circumstances the

Committee will, at their discretion, examine urgent cases that arise outside this timetable.

- 4.3 Further detail of the steps to the award of a Bursary are set out on the attached sheet "Procedure for the award of bursaries".
- 4.4 Each Bursary offer will reflect the particular circumstances of the recipient and be expressed as a percentage remission of tuition, up to 100% of full fees.
- 4.5 Bursaries are awarded for one academic year and remain subject throughout that period to the conditions of award provided with the letter of offer. Financial Support Awards may be awarded on an annual or termly basis depending on the circumstances surrounding the provision of the award.
- 4.6 All bursaries are discretionary and are subject to review by the Charity at any time.

5 Financial Assistance with non-fee costs

- 5.1 Parents awarded a Bursary may at the same time also be offered additional assistance with non-fee costs associated with their child's education.
- 5.2 In addition, parents awarded a bursary may apply to the Bursar for additional assistance with such costs.
- 5.3 All applications will be considered by the Bursaries Sub-Committee in order of the date of receipt of the means tested application form and on a strictly means tested basis and any additional assistance will be paid at the discretion of the Bursaries Sub-Committee. Assistance may be awarded on a termly or annual basis, or to help with a one-off cost such as a School trip.
- 5.4 All awards of additional assistance shall be subject to review at any time.

6 Staff

- 6.1 Members of staff whose circumstances change should, in the first instance, apply for any relevant discounts under the Staff Policy. They may apply for a bursary award or other financial assistance and should contact the Bursar to make arrangements to be assessed by the School's externally appointed advisors as set out above.

7 Deferral of Fees

- 7.1 In temporary financial difficulties, parents who may not wish to apply for an award, should contact the Bursar in the first instance who may be able to discuss options for deferral of fees and any penalties that may result from such a deferral.

8 Confidentiality

- 8.1 All bursary applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from a bursary unless informed by their parents.

9 Data protection

- 9.1 All information provided by parents in connection with an application for a bursary will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications and the information provided will not be used for any purpose.

10 Appendix 1: Procedure for the award of Bursary Awards

The steps to the award of a Bursary Award are as follows:

1. Parents enquire about a place for their child.
2. Parents are sent a prospectus and the registration form, and the availability of Bursaries is mentioned.
3. Parents complete the registration form and return to the School along with the registration fee.
4. Parents apply for a bursary in writing to the Bursar using the School's bursary application form.
5. Parents complete the assessment process, which includes a home visit from the School's externally appointed advisors, and return to the School.
6. Child is assessed through meeting with the Headteacher of the School.
7. Head considers offer of a place
8. Public Benefit and Bursaries Sub-Committee considers award of a Bursary Award
9. Letter of offer including the award of a Bursary and the conditions of award is sent to the parents.
10. Parents accept offer of a place and Bursary by completing the acceptance form and returning with the acceptance deposit.

11 Appendix 2: Bursary scheme: Conditions of Award

- 1 **Grant of the Award:** All Awards are granted at the sole discretion of the School.
- 2 **Obligations of the pupil:** A 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 Parent/s:** The parents are required to:
 - 3.1 Support and encourage the pupil to achieve the Purposes of the Award; and
 - 3.2 Treat the School and its staff 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 **Means tested Awards:** All means tested Awards will be subject to annual review and the parents shall each year be required to complete an assessment.
- 5 **Continuation of the Award:** Continuation of the Award is dependent upon the following conditions being fulfilled:
 - 5.1 In the case of a means-tested Award, parents satisfying the School's financial requirements each year; and/or
 - 5.2 In respect of all Awards:
 - 5.2.1 The financial resources allocated by the School to support the Award being sufficient to maintain the Award; and
 - 5.2.2 It being in the financial interests of the School as a whole to maintain the Award.
- 6 **Confidentiality:** The value and terms and conditions of the Award shall remain confidential between the parents and the School.
- 7 **Termination of the Award:** The Award may be terminated on the following grounds:
 - 7.1 **Termination on financial grounds:** The School may terminate the Award on one term's notice if, in the opinion of the School Governors acting in good faith:
 - 7.1.1 The parents have not satisfied the School's financial requirements under paragraphs 4 and 5.1 above; or
 - 7.1.2 The School is no longer able to continue the Award under paragraph 5.2 above.

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

- 7.2 **Termination on the grounds of conduct:** The School may terminate the Award by written notice sent to a parent with immediate effect if, in the opinion of the School Governors acting in good faith, one or more of the following conditions has been fulfilled:

- 7.2.1 A pupil has not complied with the obligations set out in paragraph 2 above and in the further opinion of the Governors there has been no significant improvement following consultation with a parent and/or the pupil and a written warning; or
 - 7.2.2 A parent has not complied with the obligations set out at paragraph 3 above; or
 - 7.2.3 The value and terms and conditions of the Award do not remain confidential in accordance with paragraph 6 above; or
 - 7.2.4 The pupil is withdrawn without a term's written notice.
- 7.3 **Repayment of the Award:** A parent 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:
- 7.3.1 Under clause 7.1.1 above if a parent has 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.
 - 7.3.2 Under clause 7.2.1 above, if a pupil has been found to have committed a serious breach or a series of persistent minor breaches of School discipline for which the sanction would normally be expulsion or required removal, up to three terms' benefits (if received) may be repayable; or
- 8 **Fees in lieu of notice:** Fees in lieu of notice are still payable for the proportion of the award normally payable by the parents of the bursary award recipient.
- 9 **Terms and Conditions:** 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 Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.

[Note: these conditions must be shown on the reverse side of every letter offering a Bursary.]