

TERRA NOVA SCHOOL
BURSARIES & SCHOLARSHIPS POLICY
This Policy is applicable from EYFS through to year 8

Means Tested Bursaries

General

The Governors of Terra Nova School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support for the payment of school fees. This support is known as a bursary and takes the form of a discount of up to 100% of the tuition fees depending on the academic performance of the pupil and the financial, compassionate or other pertinent circumstances of the parents.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Awards are made by reference to a scale of remissions relative to the family's financial circumstances. This scale of awards is reviewed on a regular basis. Although the awards are linked to this scale they may be varied upwards or downwards depending upon other factors such as individual parents'/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other considerations.

Requests for financial support usually fall into two categories:

- New applicants to the school, where a place has been offered but parents/guardians are unable to fund the tuition fees.
- Existing pupils where a sudden unforeseen change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a critical stage of education.

New Applicants to the School

Awareness

Information informing the parents/guardians of potential pupils about the means-tested financial support may be included in:

- The School's prospectus
- The School's website
- The local press by means of advertisements

The Application Process

Bursaries may be made available to parents/guardians of children entering from Year 3 of the School. (See the School's Admissions Policy).

They are awarded at the overall discretion of the Governors with the Head and the Bursar's team being responsible for the management and coordination of the process.

Step One

Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the family by requesting details of income, expenditure and capital.

Step Two

The Bursar's team assesses all applications in order to establish the likely level of support which will be required in order to allow the child to attend the School. The school reserves the right to request a visit to the parents'/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. The School may also use outside consultants to assist with the process.

Step Three

The Bursar's team prepares a recommendation on the amount of the award for each applicant in accordance with the School's criteria and scale of awards. The Head will consider the performance and potential of the candidates for awards as part of the assessment.

Step Four

If the School decides to make an offer then the parents/guardians will be informed as to the amount of the award and their parental contribution. Parents/guardians are then required to sign a letter accepting the conditions (detailed in the Appendix) relating to the bursary.

The Case for Assistance

The Head and the Bursar's team will consider a number of factors when making the judgement as to the justification for support and the extent of such support. In the main the child's suitability for the School is the first consideration in granting support.

Suitability

In assessing a child's suitability attention will be given to the academic assessment result of each applicant but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision.

Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission 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. In normal circumstances, each applicant should meet the School's normal academic requirements. Previous school reports may be consulted for evidence of good behaviour.

Financial Limitations

Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the annual budget. 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 all bursary grants are correctly allocated and so as well as current earnings other factors which will be considered in determining the necessary level of grant will include:

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, the need to care for children under school age or other dependents, or the requirements of their partner's work.

Opportunities to release any capital - Significant capital savings and investments would be expected to be used for the payment of school fees as would the equity values in houses.

- In cases of separated parents the contribution made by the absent partner
- Contribution to household costs by other family members, any adults unrelated to the child or by outside sources.
- The School's grant may take into account outgoings such as fees being paid to other schools (or universities).
- Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:
 - Frequent or expensive holidays
 - New or luxury cars
 - Investment in significant home improvements
 - A second property or land holdings

Other Factors

It is recognised that in addition to academic ability and financial constraints there may be other circumstances which should be considered. These include:

- Where a child has siblings at the School.
- Where the social needs of the child are relevant (eg: may be suffering from bullying at their present school).
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating.
- Existing Pupils - Change in Family Circumstances

The School may, if funds are available, provide assistance for cases of sudden unforeseen need. This sum will be set within budgetary constraints. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply to the Bursar for support and must explain the reason for their request. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to annual testing of parental means and may be varied upwards or downwards depending on circumstances. The Head and Bursar will have the discretion to effect the reduction or withdrawal of an award where a pupil's progress, attitude or behaviour has been unsatisfactory or where the parents/guardians have failed to support the schools, for example by the late payment of any contribution they are making to the fees or in the return of means testing information such as the documentary evidence.

Scholarships

The School awards scholarships in order to encourage excellence. There is no remission against tuition fees. The Head has the facility to award a scholarship to a pupil they feel will make a significant contribution to the school because of their academic, sporting, musical or dramatic, or creative abilities.

Confidentiality

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

APPENDIX

TERRA NOVA SCHOOL

BURSARY CONDITIONS OF AWARD

1. A pupil who is the subject of a Bursary Award is required to work hard and 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.
2. Parents are expected to support and encourage the pupil to achieve the purposes of the Award and to uphold the aims and the good name of the School.
3. The parents must submit an annual declaration of income and provide such documentary evidence as the School may require to verify the income declared. This is because a Bursary is awarded to meet a financial need and the level of the Award may be revised to reflect any changes in financial circumstances.
4. The balance of the fee account must be paid promptly in accordance with the School Terms and Conditions.
5. For the avoidance of doubt, the benefits payable under a Bursary do not apply to any term for which the School has required payment of fees in lieu of notice.
6. The Bursary may be revoked if any of these conditions are not fulfilled. The Bursary will be deemed revoked where the pupil is expelled, or required for reasons of misconduct to be removed, by the Head acting in good faith, or where the pupil is withdrawn during a school term without a term's notice having been given.
7. Revocation would mean there being no bursary allowance against fees for any following terms. In addition the Governors would be entitled, in their absolute discretion and without giving reasons, to require repayment of all or part of the Award during the three School Terms that ended with the revocation date. These rules are necessary for the protection of the limited funds available for Bursaries.
8. 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.