



**The
Lloyd Williamson
Schools Foundation**

**Bursary
Policy**

1. INTRODUCTION

LWSF has, since its beginning, offered support in the form of bursaries (when available) to pupils whose families do not have sufficient resources to cover the cost of their education but who would gain great benefit from the educational experience that LWSF offers.

The Senior Management Team and Board of Trustees have reviewed our policy to ensure that we allocate our limited bursary funds wisely.

Bursaries are means-tested and are offered confidentially on a spectrum of 10% to 60% deduction to tuition fees. LWSF is committed to helping talented pupils from all backgrounds to enjoy an independent school education and endeavours to fund raise to support this valuable provision.

Bursaries are awarded following a means-tested assessment of the applicant's circumstances. There is an application form to be completed, and the school will take into account relevant circumstances in deciding on the level of support to be offered. Bursaries are subject to an annual review and parents will be asked to provide updated financial information each year that the pupil remains in the school. The annual review may result in bursaries being varied upwards or downwards. All information supplied during a bursary application will be treated as confidential. Bursaries are also subject to parental support of the school's values and the pupil's attendance, conduct and attainment.

2. CATEGORIES OF FINANCIAL SUPPORT

Requests for financial support usually fall into the following categories:

1. **Academic Bursary** for applicants who have won an Academic Scholarship based on reports from the previous school.
2. **Open Bursary** for applicants whose families would otherwise be unable to consider the school due to their financial circumstances. These are means tested and subject to an annual review. They are limited in number per year.
3. **Hardship Bursary** is for existing pupils where an unforeseen change in parents' circumstances has resulted in difficulty in meeting the full fees and would otherwise result in the child being withdrawn. These are means tested and offered at the school's discretion.
4. **Sibling Bursary** covers families with four or more children in the school at the same time. This is separate to the sibling discount.

3. DECISION MAKING

All bursaries are awarded at the discretion of the school. The decision of the school is final and not subject to appeal.

4. THE BURSARY APPLICATION PROCESS

Academic Bursary

Pupils who are awarded an Academic Award will be notified of the procedure for applying for a bursary at the time the award is made. The parents of all bursary applicants will be required to complete a full disclosure of their financial circumstances.

Open Bursary

Open bursaries will be offered at the discretion of the school. The parents of applicants will be required to complete a full disclosure of their financial circumstances at that time. The award of a bursary will be given to those pupils who are deemed to have the greatest potential to benefit from and contribute to the full range of LWSF education, and who are in greatest financial need. Before a bursary is awarded, the family will complete an application form and declaration as part of the process to assess their financial circumstances.

Hardship Bursary

If parents' financial circumstances deteriorate unexpectedly after a pupil has joined the School, financial support might be available. Parents should seek information from the Principal initially.

Sibling Bursary

When a fourth or subsequent sibling is offered a place, the school can advise on the means-tested application process.

Please note – bursaries will not be awarded if requested after an offer of a place is made. When parents initially book to see the school they must state they are applying for a bursary place.

5. THE CONSIDERATION OF BURSARY APPLICATIONS

Suitability

In assessing a child's suitability, attention will be given to the school's initial 'taster day' assessment of each applicant, with potential also being considered as well as current achievement. Bursary funds are limited and those judged most suitable will be given priority. The school will take into account the child's record at their current school including their attendance, behaviour and the parents involvement with the child's learning.

Financial Need

Each application is assessed on its own merits and bursaries are offered accordingly, subject to funds available at any given time.

The School has a duty to ensure that as well as current earnings, other factors which will be considered in determining the necessary level of grant offered:

- Where there are two partners, both would be expected to be employed unless one is unable to be through incapacity or the need to care for children under school age or other dependents;
- Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses. Second property/land holdings would also be viewed as an opportunity to release capital to pay towards fees;
- The contribution made by the absent parent, or the contribution which the absent parent could be expected to make towards the child's education;
- Contribution to household costs by other, wider, family members, and any adults related to the child or by outside sources;
- Where fees are being paid to other schools (or universities);
- The School considers that a payment of school fees must take precedence over activities such as frequent or expensive holidays, new or luxury cars and second properties.

Other Factors

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

- The social and economic needs (and background) of the child;
- Where the child's current educational provision does not fulfil his/her abilities;
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health;
- Where a child has siblings at the School.
- Bursaries will become instantly removed and full fees payable in the following circumstances...
 - i. parents fail to make their payments
 - ii. parents apply for a bursary at another school
 - iii. parents purposely bring the school in to disrepute
 - iv. the child's attendance falls below 95% except, in exceptional circumstances T
 - v. The parents fail to engage in the school and the child's learning e.g. fail to attend fund-raising events and parent – teacher meetings

vi. The parents inform others of their bursary or recommend others apply for a bursary.

- We do not offer bursaries for Early Years places.

6. ANNUAL REVIEW

All bursaries are subject to an annual review, which will require a repeat testing of parental means. Bursaries awards may be changed at the school's discretion depending on parental circumstances. For those in receipt of a bursary, the school has discretion to decide on the reduction or withdrawal of an award, not only where a pupil's attendance, progress, attitude or behaviour has been unsatisfactory, but also where the parents/guardians have failed to support the school for example by late payment of the contribution they are making to the fees. These requirements are additional to, and must be read in conjunction with, the terms and conditions agreed by parents when the pupil enters LWSF.

7. CONFIDENTIALITY

The School respects the confidentiality of bursary awards made to families, and parent must reciprocate this. Failure to do may result in the withdrawal of the bursary.

8. AWARENESS

LWSF is committed to making parents aware of the existence of means-tested bursaries. Forms to apply for a bursary can be requested from the Office.

Updated: January 2023

To be reviewed: January 2025

Lucy Meyer

Co-Principal