



Bursaries Policy and Procedures

Policy Statement:

The Governors of Cranford House School 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 these 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. See page 3 of this document for examples of activities which might limit and/or exclude a Bursary award.

Requests for financial support usually fall into two categories:

Existing Pupils: Where a change in parental circumstances has resulted in significant difficulty in meeting tuition fees and may result in a child being withdrawn part-way through an important stage of their education at the School.

New Applicants to the School: Where a place has been offered, but parents are unable to fund all or part of the tuition fees.

The Application Process:

Bursaries are mainly reviewed annually in the early part of the Autumn Term. All applications must be received by the half-term break of the Autumn Term. Bursaries may be awarded outside of this annual process, but only on rare occasions and usually will be for existing pupils where unforeseen or exceptional circumstances have resulted in a family becoming unable to meet that year's fees.

Parents may apply for a Bursary using the form available from the Bursary Office. This form seeks to establish the financial circumstances of the household and must be accompanied by full documentary evidence. Completed forms and evidence should be submitted to the Director of Finance and/or Bursary Administration Limited. Information provided on this form is reviewed and assessed by Bursary Administration Limited, which is an external company used by many local schools. In addition, there may be a visit to the parents' home by the Director of Finance or 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. Alternatively, a phone call may be arranged between the applicants and Bursary Administration Limited. Bursary Administration Limited provide a report to the School summarising their findings. This report is also available to the family.

Reports from Bursary Administration Limited are available to the Governors' Bursaries and Scholarships Sub-Committee, with a proposal or recommendation from the Headmaster and/or the Director of Finance.

The Headmaster and the Director of Finance all applications to establish the likely level of support required in order to allow the pupil to attend or continue at the School. In addition, the Headmaster will make a recommendation based upon the benefit to the pupil of attending Cranford House School and the contribution the pupil will or is likely to make to the School. The Bursaries and Scholarships Sub-Committee have the authority to make a final decision which is then communicated to the Finance and General Purposes Sub-Committee.

Please note that the decision of the Bursaries and Scholarships Sub-Committee is final and there is no further right of appeal.

Should a Bursary be offered, parents are required to acknowledge their agreement in writing of any conditions relating to the Bursary which they will be expected to fulfil.

Considerations in the Assessment Process:

The Headmaster and the Director of Finance 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-focussed and targeted towards those most in need. 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 good academic progress 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. Most applicants should at least meet the School's normal academic requirements and previous school reports will be consulted for evidence of this and 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, including both parents working where appropriate; opportunities to release capital (including investments and 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 beyond the year in which it is awarded.

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 significant harm 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.

Cranford House School considers the following would not be consistent with the receipt of a Bursary:

- Frequent and/or expensive holidays;
- Expensive hobbies either of the parents, the child or other family members;
- New or luxury cars;
- Investment in significant home improvements;
- A second property or land holdings;
- The child regularly attending discretionary overseas School trips;
- Only one parent in a two-parent household working unless there is good reason.

This list is indicative but is not exhaustive.

Review of Bursary Awards:

Awards are subject to repeat testing of parental means each year and may be varied upwards or downwards or withdrawn depending on the financial circumstances of the family. Current Bursary holders will be issued with repeat means-testing forms each year. Awards are reviewed to reflect changes in fee costs. 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, any sum awarded will be set within budgetary constraints. The Headmaster and the Director of Finance have the 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 or non-payment of any contribution they are making to the fees.

Confidentiality:

The School respects the confidentiality of Bursary awards made to families, and recipients (parents and pupils) are expected to do likewise.

Other Sources of Bursary Assistance:

In addition to the School's Bursary Fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases these are to assist children who are already attending a fee-paying school and due to an unforeseen change of circumstances may be unable to remain at the school.

Cranford House School encourages parents to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the Director of Finance at Cranford House: email office@cranfordhouse.net or from:

The Educational Trusts Forum and also The Joint Educational Trust
6 Lovat Lane
London
EC3R 8DT
Email admin@jetcharity.org
Web www.jetcharity.org

- Reviewed: April 2018: Headmaster, Registrar, Director of Finance and Operations and Governors
- Reviewed: April 2019: Headmaster, Registrar, Director of Finance and Operations and Governors
- Reviewed: April 2020: Headmaster, Registrar, Director of Finance and Operations and Governors
- Reviewed: April 2021 by Headmaster, Registrar, Director of Finance and Operations and Governors
- Reviewed: April 2022 by Headmaster, Registrar, Director of Finance and Operations and Governors
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- Review Due: April 2024 by Headmaster, Registrar, Director of Finance and Operations and Governors