

# Habs

HABERDASHERS'  
ELSTREE SCHOOLS

## Bursary Policy

Policy Type	Non- Regulatory
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## 1 Terminology

**Head**, where not explicitly defined, means either the Head of Haberdashers' Girls' School or the Head of Haberdashers' Boys' School.

**Parents** includes one or both parents, a legal guardian, or education guardian.

**School** means Haberdashers' Aske's Elstree Schools Limited as Trustee of Haberdashers' Aske's Charity trading as Haberdashers' Girls' School and/or Haberdashers' Boys' School, as now or in the future constituted (and any successor).

**Student** or **Students** means any student or students in the School at any age.

## 2 Aim

The School Governors, in seeking to widen access and reduce the burden of fees for parents on whom it would rest most heavily, make means-tested Bursaries available each year for new entrants to the Senior School, including those moving in to the Senior School from the Boys' Preparatory School or Girls' Junior School. Candidates need to qualify for a place at the School as a result of their performance in the 11+, 13+ (Boys' School only) or 16+ Senior School entrance examinations and interviews. Financial need must be established by completion of a confidential statement of financial circumstances.

## 3 Introduction

Bursary awards range in value according to financial needs and the funds available for Bursaries. Parents awarded a Bursary towards tuition fees will also be eligible to receive an award towards the costs of coach travel and lunches, as well as support with academic trips and one musical instrument, in proportion to the Bursary awarded.

Bursaries are available throughout the period of a Student's attendance at the School, subject to satisfactory behavioural conduct and academic progress, and to the continuation of the financial need. Parents who require financial assistance are required to complete a new Bursary application form each year, since circumstances do change. Therefore, Bursaries may be varied upwards or downwards depending on parental circumstances. For those to whom a Bursary has been awarded, the balance of fees and any other charges for the term (e.g. lost books) are payable by the Parents.

Information provided by the School alerting the Parents of potential Students to the possibility of being awarded means-tested financial support with the payment of school fees is included in:

- the School prospectus;
- the School website;
- from time to time advertisements in the local press and social media; and
- all candidates registered for the Senior School entrance examination receive a Bursary application form with the exam pack before the date of the examination.

## 4 Eligibility for Awards

As a guide, free places may be awarded where total assessable household gross income is below £45,000. The ceiling for eligibility for financial support is £85,000 gross. These levels are reviewed each year and will be subject to inflation. Between these two figures contributions towards fees will be on a sliding scale. At 11+, awards may also take account of academic merit, and can be offered in conjunction with an Academic or Music Scholarship.

The award of a Bursary is subject to satisfactory performance in the Entrance Examination. If demand for Bursaries exceeds the number available, Bursaries will be awarded with reference to the extent of need and to those who the school believe will benefit from most attending the school. Each Student 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 their work, and benefit from participation in the wide, co-curricular activities on offer at the School.

The continued tenure of a Bursary is subject to satisfactory performance and good conduct and adherence to the School's Terms and Conditions.

Once a Bursary is awarded the amount is not influenced by the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of its overall budget.

It is recognised that judgements as to what a family should prioritise to pay school fees will be subjective. The School has a duty to ensure that all Bursary grants are well focused and so, as well as current earnings, other factors will be considered in determining the necessary level of grant.

These might 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 equity values in houses;
- in cases of separation, the contribution made by the absent Parent;
- contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources; and
- where fees are being paid to another school, the School's Bursary will take into account these outgoings and consideration will also be given to the level of support provided by those other institutions. For example, it is unlikely to be fair for the School to provide large Bursaries for one child because Parents are paying a full fee elsewhere for another sibling.

Acknowledging that others might have a different view, the School considers that indications of wealth such as a second property/land holdings with significant equity or new or luxury cars would not be consistent with the receipt of a Bursary.

## 5 The Application Process

Applications for Bursaries usually fall into two categories:

- New Admissions to the School, where a place has been offered but Parents are unable to fund the tuition fees; and
- Existing Students where a significant change in Parents' circumstances has resulted in difficulty in meeting tuition fees and may result in the Student being withdrawn part way through a crucial a stage of education, for example the final stages of their GCSE and A level courses.

### 1.1 New Admissions

Bursaries for new admissions, or entry Bursaries, are available to Parents of children entering the School at 11+, 13+ (Boys' School only) or 16+ and the process is as follows:

- Completion and submission of the application form, together with supporting documentation, as part of the registration process, by the specified date in any given year.
- Assessment of each application in order to establish the likely level of support required in order to allow the child to attend the School. After the Entrance Examination, a shortlist of candidates will be called for interview and a member of the Finance team will meet parents of those candidates who have applied for a Bursary in order to discuss their application. A home visit may also be necessary to ensure that the information has been correctly interpreted and the basis of the financial assessment has been fair. Where total household gross income is assessed as exceeding the ceiling of £85,000, applicants will not be called for a Bursary interview.
- Consideration of applications by the Head with a decision reached in accordance with the Bursary Policy. Awards will be reported annually to the Aske Board who retain oversight of the Bursary process.
- Parents will be advised whether their child is to be offered a place at the School and of the amount of the Bursary offer.
- Parents will then be required to sign the acceptance form accepting the place at the School, the acceptance of which is explicitly deemed as agreement to the conditions relating to the Bursary.
- The level of the award is subject to completion of an end of year review, which will be requested in late April or early May. Details of the actual sum that can be made available will be notified in July, ahead of the following school year.

Bursary awards will then be reviewed annually in May. If there is a change to the financial circumstances, the value of the award can go up or go down accordingly. Inflationary changes are accounted for in that calculation.

### 5.1 Existing Students - Change in Family Circumstances

Within overall budget funding, the School will in normal circumstances set aside each year a modest hardship fund to provide for cases of sudden, unforeseen need. This sum will be set within budgetary constraints. Parents with a child at the School in year 6 and above, whose financial circumstances suddenly change may apply for financial assistance to the Director of Finance, explaining their situation. This must be a significant new situation that has emerged

since the child started at the School, such as illness, death or redundancy. Parental divorce/separation is unlikely to be a good reason, on its own, for a hardship award. Such awards are subject to the availability of funding and cannot be guaranteed and will be time bound. In some exceptional circumstances it may result in the provision of a Bursary.

## **6 Confidentiality & Disclosure**

The Bursary application process is undertaken by the Finance team at the School, independent of the admissions process, and the data provided is used for the purposes of assessing the application for financial assistance only. An application for Bursary support will not affect a candidate's academic eligibility and vice-versa. Once a place is awarded, only certain senior members of staff and staff on the pastoral team will be aware of Bursary recipients and this information is treated with discretion.

Recipients are expected to make full disclosure of any change in circumstances pertinent to eligibility for the existing award that is binding upon signing the acceptance form. If the School becomes aware or is made aware that the information provided is not accurate, the Bursary award may be amended or terminated the following term. Where families have been found to be deliberately withholding information that would impact their financial assessment, we reserve the right to claim back the value of the bursary awarded.

In all circumstances Parents are bound by the School's Terms and Conditions including the requirement to give a full term's notice of withdrawal from the School before the normal leaving date.

## **7 Contact**

For further information on Bursary applications please contact the Fees Manager, on 0208 266 2424.