



Bursary Policy

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1	Terminology	3
2	Aim	3
3	Introduction	3
4	Eligibility for Awards	4
5	The Application Process	5
5.1	New Admissions	5
6	Confidentiality & Disclosure.....	6
7	Contact	6

1 Terminology

Head means either the Headmistress of Haberdashers' Girls' School or the Headmaster of Haberdashers' Boys' School.

Parents includes one or both parents, a legal guardian, or education guardian. Parents is also defined as:

- The natural father or mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
- The parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household.

School means Haberdashers' Girls' School and/or Haberdashers' Boys' School which are operated by Haberdashers' Aske's Elstree Schools Limited, the Schools Trustee of Haberdashers' Aske's Charity.

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 into 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 compulsory educational trips and tuition in 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 £50,000. The ceiling for eligibility for financial support is £150,000 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 and financial situation of 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
- Temporary Hardship for 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.

5.1 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.
- All parents who have parental responsibility for the applicant must complete a Bursary Application Form. This applies to divorced and separated parents, regardless of their current contribution to the applicant's educational costs or living expenses. In such cases, the details from one parent will remain confidential and will not be shared with the other parent. Please note parents will need separate email addresses in order to complete the bursary application for their child. If one parent has sole responsibility through a court order, then evidence of this must be provided.
- 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. The Fees team will share the financial information of these candidates with an external representative (currently BAL Bursary Administration Ltd) who will arrange a call with Parents 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 £150,000, 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 Haberdashers' Elstree Schools 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 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 bursary support will be confirmed to Parents in June, ahead of the following school year. There is no need for parents to resubmit financial information in the April/May before their child starts at the school, unless there has been significant financial change since information was submitted in January.
- Each application is reviewed individually, and bursary awards depend on available funds and evidence of need. The school awards financial support based on individual circumstances.
- Any bursary awarded must be used solely for its intended educational purpose. Misuse or provision of inaccurate information may result in withdrawal of the award.

Bursary awards will then be reviewed annually in April/May as the child moves through the school. 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.

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 Office, on 0204 568 2555.