



## **Bursary Policy & Guidance for Applicants**

### **General**

The Governors of St Andrew's School are committed to broadening access to the School by offering financial support for the payment of tuition fees for children who have potential but for whom a St Andrew's education is out of their reach financially.

Such support is known as a bursary, and bursaries may be awarded in the form of a discount of up to 100 per cent on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants. Funds available to provide bursaries are limited and may vary from year to year.

The School does not benefit from endowed funds from which bursaries can be funded and therefore only a very limited amount of funds can be set aside each year to fund bursary applications as the majority of bursaries are paid for out of the fee income generated from the other parents. Accordingly, a very strict and robust means-testing process is used to assess applications.

Bursary awards are reviewed annually and may, at the School's discretion, be subject to repeat testing of parental means to confirm continuing requirement. An independent company, Bursary Administration Limited, is used to assist with the analysis and assessment of means, this provides independent validation to the process and ensures greater consistency in the School's assessments.

Subject to the limitations outlined above, bursaries may be offered to parents/guardians of children applying for entry to the Prep School; Year 3 and above. Bursary support is not usually available for pupils entering the Pre-Prep.

All awards are at the absolute discretion of the School; the Group Finance Director is responsible for the management and co-ordination of the process. Assessment of bursary applications takes into account all the individual parents'/ guardians' circumstances e.g., their savings, investments and realisable assets as well as their income, the size of their family, other sources of support available to them, any other persons dependent upon them, and any compassionate or other pertinent considerations.



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The School expects families to do everything that they can to contribute the maximum amount possible towards their choice to educate their child at the School through:

- employment
- cutting down on discretionary spending
- realising assets/equity
- seeking help from relatives

The considerations set out below within “Financial Guidelines” and “Other Factors” will be taken into account when assessing whether support can be given.

Requests for financial support usually fall into two categories:

#### **Existing Pupils – Change in Family Circumstances.**

Where an unexpected 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 stage of education.

Parents/guardians experiencing difficulties paying the fees may apply to the Group Finance Director for a bursary. The bursary application, should explain their financial situation and indicate how much support they are seeking and for how long.

Within overall budget funding, the School will consider making financial support available for cases of sudden, unforeseen need in order to support continuity of a child’s education.

#### **New Applicants to the School**

Information alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of the School’s fees is included on the Registration Form which is available on the School website. New applicants to the School should contact the Director of Admissions in the first instance for further information. Whilst the School is non selective (please refer to admissions policy on the website [here](#)) the demand for Bursary support exceeds the available funds and Bursaries are therefore offered to those who, in the School’s opinion, are likely to be able to contribute to and to benefit most from access to a St Andrew’s education.



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### The Bursary Application Process

#### Step one

Parents/guardians of current pupils seeking bursary support due to unexpected financial hardship should contact the Group Finance Director, Penny Franklin: [pjfranklin@bradfieldcollege.org.uk](mailto:pjfranklin@bradfieldcollege.org.uk)

Parents/guardians of prospective pupils seeking bursary support should contact the Director of Admissions: [taylorj@standrewsberkshire.co.uk](mailto:taylorj@standrewsberkshire.co.uk) who will guide them through the admissions process and put them in contact with the Group Finance Director once their child has been offered a place. The Group Finance Director will then issue an explanatory letter regarding the Bursary Application process which will include a link to set up online access to our bursary administration secure portal.

#### Step two

Through the bursary administration portal you will be asked to complete the initial application form. The Group Finance Director reviews all applications in order to establish whether an award is likely to be available on the basis of the information provided. If on the basis of this review The Group Finance Director believes that the application is very unlikely to be successful, the applicant will be advised as soon as possible.

If, on the basis of the initial review, the Group Finance Director considers that there is a reasonable probability that the application might be successful then you will be asked to provide the supporting documentation, which will then be submitted to Bursary Administration Limited ("BAL"), an independent company who specialise in means assessment. A representative from BAL will make an appointment to speak to you either on the telephone or via a virtual meeting, to discuss the information provided and to prepare a financial assessment. The meeting is usually arranged within two or three weeks of the application being submitted.

#### Step three

Following the applicants' meeting with BAL, the School considers all the information provided, together with any other relevant factors, including whether the level of support required is affordable for the School in the context of other bursaries awarded or applied for, and a decision is reached. The decision is taken by the Head Master and the Group Finance Director together, and is not subject to negotiation.

#### Step four

The Group Finance Director advises the parents/guardians of the conclusion. Successful applicants are required to respond in writing to accept the bursary and the associated conditions.



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#### The Case for Assistance

The School will consider a number of factors when making the judgement as to the justification for support and the extent of such support. The child's suitability for the school is the first consideration and an award will only be considered where, in the opinion of the Head Master, the child has the potential to thrive and to make a significant positive contribution to school life at St Andrew's.

- **Suitability:** St Andrew's is not academically selective but the potential of each applicant to benefit from the academic curriculum at St Andrew's as well as their potential to participate in and contribute to extra-curricular areas will be considered. Bursary funds are limited and those judged most likely to gain from the educational provision, to make a significant positive contribution to school life where they are able to excel across either their academics, music, sport, drama or art, will be given priority. Each pupil to whom support is offered must, in the opinion of the Head Master, be likely to make sound academic progress following admission, possess the potential to develop the quality of his/her work, and benefit from participation in the wide curriculum and extra-curricular activities offered by the School. Previous school reports will be consulted for evidence of good behaviour and attitude.
- **Financial Guidelines:** The amount of any bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits; awards are made accordingly, subject to available funding. 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 well focused and so, as well as current earnings, other factors may be considered in determining the necessary level of grant including:
  - 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 dependants, 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 might equity value in the family home or other properties.
  - In cases of separation, the financial position of both parents, provided that both have responsibility for the pupil.



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- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- Where fees are being paid to other schools (or universities) the School will take into account these outgoings.
- Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:
  - o Frequent or expensive holidays
  - o New or luxury cars
  - o Investment in significant home improvements
  - o A second property/land holdings
  - o One partner choosing not to work for lifestyle reasons
  - o Expensive hobbies or the ownership of assets for these, such as horses

- **Other Factors**

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which might be relevant; these include:

- Where a child has siblings at the School
- Where the social needs of the child are relevant (e.g., may be unhappy 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.

### **Annual Review**

Current bursary holders are required, as a condition of the award, to notify the Group Finance Director if there is a significant change in their income which might affect their eligibility to continue to receive an award.

The School may, at its discretion, require current bursary holders to undertake a financial review, on an annual basis in order to allow re-evaluation of their eligibility for continuation of financial support. Any

information required for this review would be requested via the School's secure bursary administration portal.

Furthermore, the School reserves the right to withdraw an award if, in the opinion of the Head Master, a pupil's progress, attitude or behaviour has been unsatisfactory or where the parents/guardians have failed to support the School, for example by the late payment of any contribution they are making to the fees or by not following the School's Code of Conduct for parents. In the event of withdrawal of bursary support in such circumstances, one term's notice will normally be given.

### **Confidentiality**

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

### **Other Sources of Bursary Assistance**

In addition to the School's bursary assistance, there are a number of educational and charitable trusts which provide assistance with tuition fees in particular circumstances. St Andrew's encourages parents/guardians to apply for support from these sources where it is felt a good case can be made for assistance. Further assistance on how to pursue such assistance may be obtained from:

The Educational Trust Forum

<https://educational-grants.org/>

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**Next review: July 2025**

**Editor: Group Finance Director**