



# Bursary Award Policy



Reviewed in September 2023  
Review by September 2024  
Reviewed by School Business Manager

Refer also to the following policies  
Admissions Policy

## **1. General**

The Governors of Godolphin are committed to broadening access to the School for prospective students as well as supporting current students. Help with the payment of school fees is available as means-tested financial assistance offered to parents/guardians who can demonstrate a genuine need for support. Such support is known as a Bursary and may be awarded in the form of a discount of up to 100% of school fees depending on the financial, compassionate, or other pertinent circumstances of applicants.

School fees are defined as the fees as published on the School's website and exclude extras.

Requests for financial support usually fall into two categories:

- (a) New applicants to the School whose parents/guardians are unable to fund the full school fees.
- (b) Existing students where a change in the parents/guardians' circumstances has resulted in difficulty meeting school fees and may result in the student being withdrawn part way through a stage in education.

Bursaries are awarded at the discretion of the Governors. The Head and School Business Manager (SBM) are responsible for the management and coordination of the process in accordance with "The Case for Assistance" as set out below. Pupils must be registered for a place at Godolphin before a bursary application can be considered.

Bursary awards are made on the basis of an assessment of a family's financial circumstances. They are subject to repeat review of parental means each year and may be varied upwards or downwards, depending on parental circumstances and the availability of funds.

## **2. The Case for Assistance**

The Head and SBM will consider a number of factors when assessing and judging the justification for support, and the extent of such support. 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.

Supplementary information and even a home visit may be required to ensure the information has been correctly interpreted and that the basis of the financial assessment is fair. Some parents/guardians may find the process intrusive, but it is designed to ensure fair distribution of limited funds.

The case for assistance will be assessed on the following criteria:

- (a) Potential of the student: the likely benefit to the pupil (both academically and in other ways) will be judged by past and present attitude and performance. The ability to take full advantage of the School's opportunities and to benefit others will be important.

- (b) The availability of funds: The School has made a long-term commitment to providing financial assistance to support parents, but all awards are made subject to the availability of funds.
- (c) The ability to achieve the greatest impact: The School must balance the impact of making a few higher-level awards against making Godolphin accessible to a wider number of students, whose parents may only need support with a small proportion of the fees.
- (d) Financial need: a comprehensive evaluation of parental/household income, expenditure and assets is made each year. It is recognised that judgements about what sacrifices a family should make to pay school fees will vary. However the School has a duty to ensure that all bursary funds are used effectively and fairly. As well as current earnings, other factors which will be considered in determining the necessary level of award will 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 family members, any adults unrelated to the child or by outside sources;
  - Acknowledging that others might have a different view, the School considers that frequent or expensive holidays, new or luxury cars, investment in significant home improvements or second property/land holdings, as well as excessive expenditure on luxuries such as eating out or on retail goods and services, are rarely consistent with the award of financial assistance.
- (e) Other relevant factors: It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
- Where a child already has some form of fee discount
  - Where a child has siblings at the School
  - Where the social needs of the child are relevant
  - Where a parent/guardian is terminally ill or unable to secure permanent employment due to poor health

### **3. The Award Process: Prospective Students**

Parents should discuss whether they wish to make an application for financial assistance from the point of joining the School with the Director of Admissions in the first instance. Once they have registered with the School they will be directed to contact the Finance Department to commence the application for support.

Applications must be submitted in the Autumn Term prior to the entry date, with a decision by mid-March.

Normal entry requirements will need to be met, please contact the Director of Admissions regarding entry requirements.

### **4. The Award Process: Existing Students**

An application for financial assistance can be made at any stage during the year by parents/guardians with a student at the School whose financial circumstances change. Contact the SBM to discuss starting an application. Such awards are subject to the availability of funding and cannot be guaranteed, with priority given to pupils studying for public exams.

### **5. The Award Process: Annual review**

All bursary awards are subject to a full annual review of parental/guardian means. This is usually carried out across the Autumn and Spring Terms for the following academic year. As a result, bursaries may be adjusted upwards or downwards, depending on family circumstances and the level of demand on available funds. All current bursary holders will be contacted at the start of October each year for return of the fully completed and supported application by the end of the December.

Parents/guardians will be notified, normally by the middle of March, whether their reviewed application has been successful or the level of award varied. Where there is a reduction, the reason for the change will be explained.

Parents should not assume that an award made before entry will last throughout their child's time at Godolphin. However, provided that annual assessments of financial need and pupil performance remain unchanged, the offer of support is likely to remain the same.

The Head and SBM have the discretion to reduce or withdraw a bursary, not only where a student's progress, attitude or behaviour has been unsatisfactory, but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making towards the fees.

If the parents/guardians financial circumstances change, they must bring this to the attention of the SBM as that change may have an effect on the level of financial support provided by the School.

**6. Change in boarding status**

All bursary awards will clearly identify the boarding status they are applied to (ie day, mid week boarding, weekly boarding or full boarding). Where parents/guardians wish to change the boarding status they must contact the SBM as this change may have an effect on the level of financial support provided by the School.

**7. Confidentiality**

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

**8. Other sources of bursary assistance**

In addition to the School's bursary funds, 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 a change of circumstance, may be unable to remain. Godolphin encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information may be obtained from the Independent Schools Educational Grants Advice Helpline (01932 865619).

