



**RADLEY**

## **Bursary Policy**

**July 2024**

# Introduction

## General

[The word “parent” or “parents” will be used throughout this document. This should be taken to mean natural or adopted parents, or guardians.]

Radley College (“the school”) is committed to broadening access to education at the school by offering to eligible parents means-tested financial support for the payment of school fees for as many pupils as possible, within budgetary constraints, who meet Radley’s entry criteria. Such support is known as a bursary or a funded place. Bursaries may be awarded in the form of a discount of up to full fee remission in cases of proven need, (and, where appropriate, an allowance for other educational expenses), depending on the individual circumstances of the prospective pupil and each of his parents.

Bursary awards are subject to an annual review of the pupil’s and his parents’ financial circumstances, with fresh information being required about the pupil’s parents’ circumstances for every year that their child attends the school. Bursary awards may be removed or varied upwards or downwards, depending on the pupil’s and parents’ financial circumstances (e.g. their savings, investments and realisable assets as well as their income, the size of their family, any other persons dependent upon them and other factors).

Awards may also be varied upwards or downwards for compassionate or other pertinent reasons, including but not limited to a pupil’s progress, attitude, or behaviour; where the parents have failed to support the school or otherwise have not acted in accordance with their obligations under the school’s Terms and Conditions as set out in the Parent Contract, for example by the late payment of any contribution they are making to the fees; or otherwise in accordance with the terms of the award or the school’s Terms and Conditions.

A bursary may be withdrawn in its entirety in accordance with the terms upon which such an award is made or otherwise in accordance with the school’s Terms and Conditions. A bursary may also be withdrawn in its entirety if, in the opinion of the Warden, the pupil’s progress and/or behaviour (and/or the parents’ behaviour or conduct (or the behaviour or conduct of one of the parents)) no longer merit the continuation of the award.

A bursary may also be withdrawn if, as set out in the Terms and Conditions, there is a serious misrepresentation of facts or circumstances, or important information is withheld during the application process including information pertaining to the pupil’s residence, health, medical conditions, special education needs or disability.

The school reserves the right to amend the way in which awards are assessed.

Requests for financial support usually fall into two categories:

**Entry Bursaries** For new applicants to the school where a place has been offered but parents are unable to fund the fees and other educational expenses.

**Hardship Bursaries** For existing pupils where a change in the pupil’s and/or parents’ circumstances has resulted in difficulty in meeting fees and other educational expenses and may result in the pupil being withdrawn part way through a stage of their education.

Within the second category there may be temporary arrangements dealing with the disbursement of “hardship” funds when local or national economic circumstances affect the income of school families.

## **New Applicants to the School**

### **Awareness**

Information provided by the school alerting parents of prospective pupils to the possibility of gaining means-tested financial support with the payment of school fees and other educational expenses is included in:

- The school’s prospectus
- The school’s website
- The local press by means of advertisements as published from time to time
- The school’s Entry Form
- The Application Process

Bursaries may be made available to parents of children entering Radley’s Shell (Year 9) or 6.1 (Year 12) year groups. Pupils educated in the state sector may also qualify for financial support at a prep school for Years 7 and 8 via The Keys Award. (See our Admissions Policy for further information on the school’s entry criteria). They are awarded at the discretion of the governors as delegated to the Bursar, in conjunction with the Warden and Director of Admissions and Communications, who are each responsible for the management and coordination of the process.

**Step one** Both parents seeking a bursary are required to complete a form, available on-line, which seeks to establish the identity and financial circumstances of the family and of each parent. In the event both parents are separated and/or divorced, financial information from each parent should still be provided, as should the financial information of any other adults in the same household of either of the parent. The form must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted in line with the timetable advised by the Admissions team for Entry Bursaries, or the Bursar for Hardship Bursaries.

Both parents seeking a bursary will be required to sign a declaration stating that the information they have provided is both accurate and complete as well as requiring, in the event their application for a bursary is successful, them to update the school in the event those circumstances change during the academic year in question. If any information provided in the application, or as part of the broader assessment process, is subsequently discovered to be false or misleading or incomplete, the school may withdraw any award which has been made with immediate effect and, depending on the circumstances may require reimbursement. The school may also terminate its Parent Contract (Terms and Conditions) and require the removal of the child in such circumstances.

**Step two** The Bursar, or their nominee, assesses all applications to establish the likely level of support which will be required in order to allow the child to attend the school. This may involve a representative of the school visiting the parents’ home(s) to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. Parents may also be asked to meet the Bursar or their nominee and/or provide additional supporting information as may be requested.

**Step three** The Bursar or their nominee prepares a recommendation in accordance with the school's criteria (see Case of Assistance, below) which is considered with the Warden and Director of Admissions and Communications, and a joint decision is then reached.

**Step four** The parents are advised, in line with the agreed timetable so far as is possible, whether their child is to be offered a place at the school and of the bursary offer which will usually be conditional on the pupil securing one of the school's scholarship awards (Academic, Art, Drama, Innovation, Music, Sport).

**Step five** Both parents are then required to sign a Final Acceptance Form, accepting the place at the school. In doing this, and completing the bursary application process, they are also agreeing to any additional terms and conditions relating to the bursary, including as set out in this policy.

**Radley College may use an external organisation to assist with processing bursary applications, including making home visits. Information provided by applicants may be made available, in confidence, to that organisation for those purposes.**

**All personal data processed in connection with the school's arrangements for bursaries shall be processed in accordance with the school's Privacy Policy which is available on the school's website and is otherwise available from the school upon request.**

### **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; inevitably this is a holistic judgment. In the main, the child's suitability for the school is the first consideration in granting support.

**Suitability** - in assessing a child's suitability, attention will be given to their academic assessment results in accordance with the school's published entry criteria. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the school's educational provision. In the majority of cases this means that bursary awards will be prioritised to those who win some form of entry award (or scholarship or exhibition). Each pupil to whom support is offered must, in the opinion of the Warden, be likely to make good academic or other progress following admission and possess the potential to develop the quality of his work and benefit from participation in the wider, co-curricular activities on offer at the school. Previous school reports will be consulted for evidence of the pupil's attainment, progress and behaviour.

**Financial limitations** - the amount of the bursary award is not influenced by the child's academic ability but by the extent of need. Each case is assessed on its own merits and awards are made subject to the school's ability to fund these within the context of its overall budget. 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 which will be considered in determining the necessary level of grant will include (but are not limited to):

- The ability to improve the financial position or earning power of each parent. For example, both parents 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 property assets.
- In cases of parents who are divorced or separated, the contribution that is being made or could be made by both parents, regardless of who the child lives with, and based on the principle that liability for the fees is joint and several. This means that the school may consider the financial circumstances of each parent separately and together, treating each parent's household separately.
- The number of school aged children in the household.
- Contribution to household costs including school fees by other family members, any adults unrelated to the child or by third parties / outside sources.
- Any fees which are being paid to other schools (or universities).

Acknowledging that others might have a different view, the school considers that the following would not be consistent with the receipt of a bursary. It should be noted that the list is not comprehensive:

- frequent or expensive holidays;
- luxury cars;
- investment in significant home improvements;
- a second property/land holdings;
- failure to honour school fee payments to other schools.

Other factors - it is recognised that, in addition to meeting academic requirements and financial constraints, there may be other circumstances which should be considered as part of the school's holistic judgment. These include:

- Where a child has siblings at the school (though a bursary award to one child does not guarantee an award to a sibling).
- Where the social needs of the child are relevant (for example, where a child is suffering from bullying at their present school).
- Where a parent is critically or terminally ill or is unable to secure permanent employment due to poor health or incapacity.
- Where a separation has resulted or is likely to result in the child having to be withdrawn from the school, adding to the stress of coping with the parents separating, although the school will nonetheless consider the financial circumstances of both parents in such cases.
- Where a previous school has awarded bursary support. However, please note that bursary support from a previous school is no indication or guarantee that the parents would be eligible for bursary support at Radley College.

### **Existing Pupils - Change in Family Circumstances**

Within overall budget funding, the school will in normal circumstances set aside each year a hardship fund, for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursaries. This sum will be set within budgetary constraints. Parents with a child at the school whose financial circumstances suddenly change may apply to the Bursar for a hardship award, explaining their situation and further details of the process that applies will then be provided. Such awards are subject to the availability of funding and cannot be guaranteed.

If parents continue to require financial support in subsequent years, they will be required to submit repeat means-testing forms, annually, in the same way as other bursary holders.

### **Annual Review**

All bursary awards may be subject to repeat consideration of the child's and each parent's financial circumstances each year and may be varied upwards or downwards depending on the outcome of any review.

For those previously in receipt of bursaries, the Warden, Bursar and Director of Admissions and Communications have the discretion to reduce or withdraw an award not only where a pupil's progress, attitude, attendance or behaviour has been unsatisfactory but also where the parents have failed to support the school, for example by the late payment of any contribution they are making to the fees or by otherwise not acting in accordance with the school's Terms and Conditions, or otherwise in accordance with the terms of the award.

All bursaries will be reassessed in detail before a pupil enters the Sixth Form. At that point the school may advise that it can no longer provide bursary support and advise a change of school.

### **Confidentiality**

The school respects the confidentiality of bursary awards made to parents and recipients and prospective recipients 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 a change of circumstances may be unable to remain. Radley College 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 Educational Trusts Forum

Website: [www.educational-grants.org](http://www.educational-grants.org)

Royal National Children's SpringBoard Foundation

Website: <https://www.royalspringboard.org.uk/>