



St Mary's School

CAMBRIDGE

Bursary Policy

Authority and Circulation

This Policy has been authorised by the Governing Body of St Mary's School Cambridge. Its

status is advisory only. It is addressed to Parents/Guardians of pupils and of prospective pupils and to all members of the teaching and support staff.

This Policy contains an overview of the Bursary Scheme currently in operation at the School.

The Policy, together with all ancillary documentation including a financial means questionnaire, is made available to all Parents/Guardians and prospective Parents/Guardians on request.

Aims

The aims of this Policy are:

- To widen pupil access to the School and ensure that education is provided to children from a broad spectrum of society
- To continue the School's tradition of providing education services as a public benefit on a sustainable basis
- To meet and if possible exceed the Charity Commission's public benefit requirements on a sustainable basis applicable from time to time.

Introduction

The School is a registered charity that is committed to providing significant public benefit.

The School is aware of its obligations under the Charities Act 2006 and seeks to adhere to

the public benefit principles identified by the Charity Commission. This policy is reviewed on

an annual basis to take into consideration the latest guidance from the Charity Commission.

The School has a history of providing financial assistance to pupils and their families. While

the costs of running the School require that those who can pay full fees must do so, every year the School foregoes a sustainable percentage of its income through bursaries and scholarships.

The School's Bursary Scheme includes both Admissions Bursaries for the Parents/Guardians of new pupils and Hardship/Emergency Rescue Bursaries for Parents/Guardians whose financial position worsens unexpectedly once their child is already at the School. The Scheme is designed to assist Parents/Guardians or prospective Parents/Guardians on low incomes who for financial reasons might otherwise be unable to send or continue to send their child to the School.

Bursaries are entirely means tested and are awarded on an annual basis to Parents/Guardians who are financially eligible and who meet the application requirements set out below in full. Due to the limited financial resources of the School not every application for a bursary will be successful.

The School respects the confidentiality of bursary awards made and recipients are expected to do likewise. Pupils will not be made aware that they benefit from a bursary unless informed by their Parents/Guardians.

Bursaries at the School may vary between 5% and 100% of fees. In some means tested circumstances up to 100% fee remission is available.

Publicity

We view a socially diverse pupil population as a key component of a full and balanced education. The availability of bursaries at the School is advertised.

Eligibility and Procedure

All Parents/Guardians of current and prospective pupils at the School are eligible to apply for

a bursary and should contact the Bursar at the School in the first instance for more information.

All applicants are required to complete a means questionnaire. The questionnaire is designed to provide a full picture of the income and assets of applicants so that the School's

Bursary Committee can determine those to whom an offer of a bursary would be most beneficial. Please note that families who may be classified as 'low income' but have substantial assets may be ineligible to receive a bursary.

In order to have their application for a bursary considered by the Bursary Committee, Parents/Guardians must complete the application form and provide the Bursar with any supplemental information that is requested.

It is critical that Parents/Guardians answer all of the questions carefully and in full. All bursaries are subject to an annual means-test review.

Nevertheless, should any of the information disclosed in response to the questionnaire become inaccurate at a later date, the School must be informed without delay.

For example, should the financial position of Parents/Guardians with a pupil already at the

School worsen/improve unexpectedly, they should contact the Bursar as soon as possible so

that a way forward can be agreed. Failure to divulge requested information or a change in

circumstances to the School could lead to a bursary being withdrawn or withheld or a request for repayment made.

Applying for a bursary will not prevent Parents/Guardians of pupils or of prospective pupils

from applying for a scholarship or other award in respect of their child/ren.

All bursary applications and renewal requests will be administered on behalf of the School by

Bursary Administration Limited (BAL), a third party. This is subject to contractual assurances

that personal data will be kept securely and only in accordance with the School's specific

direction. The report/ recommendation from BAL will be presented to the Bursary Committee

for consideration.

Bursaries

The deadline for Admission Bursary applications is included in the advertisement of bursaries, and is usually the 15th October prior to the year of entry.

Admissions Bursary applications are considered by the Bursary Committee at the end of the

Autumn Term so that prospective parents can understand the level of financial support being

offered by the School prior to their child sitting the School's entrance examinations. It is imperative that all documentation is received by the Bursar no later than 15th October as application and supporting paperwork received after that date may not be considered. The

Bursar will notify applicants of whether they have been successful by letter by mid January, unless information to support the application is still awaited from the Parents/Guardians. Successful applicants will be sent a letter of offer specifying the conditions of award and requiring them to accept formally any offer and its conditions.

Applications for Hardship/Rescue/Emergency Bursaries will be considered by the Bursary

Committee as soon as possible after the Bursar has been notified by Parents/Guardians of a change in their financial position.

Each Bursary offer will reflect the particular circumstances of the recipient and be expressed

as a percentage remission of tuition and/or boarding fees. Bursaries are awarded for one academic year and remain subject throughout that period to the conditions of award provided with the letter of offer. Hardship/Rescue/Emergency Bursaries may be awarded on a termly basis depending on the circumstances surrounding the provision of award.

All bursaries are reviewed at least annually, and all Parents/Guardians are required to submit new, up to date financial information to support their annual applications.

Parents/Guardians are required to inform the School immediately of any change in their financial circumstances while a bursary is being provided.

The School reserves the right to ask for financial information from Parents/Guardians at any

time and to make such checks on financial information (or require such checks to be made

on their behalf) as the School deems appropriate and the School does expect the full co-operation of Parents/Guardians with such checks.

In accepting the bursary, Parents/Guardians accept that their child will be required to work hard, to contribute positively to the life of the School, to be a credit to the School and to

set a good example to other pupils. In the unlikely event that this is not the case, the School

reserves the right to withdraw all or part of the financial support unilaterally at any stage and

is not obliged to provide reasons for such a decision.

All bursaries are paid at the sole discretion of the School and are subject to review by the School at any time. The bursary award details in the letter provided to successful applicants

will take precedence over any of the School's standard terms and conditions which are inconsistent with them. In all other respects, the standard terms and conditions, as amended

from time to time, will still apply.

Parents failing to pay the termly net fees, after deduction of the advised and agreed bursary,

on time in accordance with the School's terms and conditions may unilaterally have their advised and agreed bursary withdrawn.

Data Protection

We process your personal data (which includes the information supplied to the School as part of the Bursary eligibility process) in accordance with data protection law. Please see the

School Privacy Policy on the School website for more information about how the School processes personal data about individuals.

Review of Policy.

Authorised by The Bursary Committee of the Governing Body.

Date May 2018

Review of Policy: This policy will be reviewed by the Bursary Committee of the Governing body in March 2020.