

## **Royal Grammar School High Wycombe**

### **Boarding Bursary**

#### **1. Background**

The Education Funding Agency [EFA] requires that the School earns an 8% rate of return on its boarding activities. This return has to be invested back into the provision of boarding, which may include financing boarding hardship bursaries.

The purpose of this document is to set out the School's Policy towards boarding hardship bursaries and the procedures it will follow in awarding such bursaries.

The school believes that this Policy is consistent with, and demonstrates that it is acting within, its charitable objectives.

#### **2. Policy**

The School will provide boarding bursaries in cases of financial hardship, subject to being able to fund such bursaries from its "Bursary Fund". The scheme is discretionary as it is based on limited funding. Consequently not all applications can be successful. A lack of funding may be a valid reason for rejecting an application.

The Bursary Fund will be set in the Autumn term once the Financial Statements for the previous financial year have been approved. The amount of the Fund will be decided by the Headmaster having taken advice from the Head of Boarding and Finance and Resources Director and having regard to existing bursary commitments, the balance brought forward in the designated Boarding Fund in the Financial Statements and future potential capital expenditure requirements.

The scheme will be made available and publicised to parents/guardians of existing and prospective students.

The criteria for being eligible for a bursary will be approved by Governors. The current criteria are set out in Section 3 below.

Parents/Guardians will be required to provide clear evidence of need and details of their financial situation. They will also be asked to sign an application (see appendix) which sets out their financial situation, and includes disclosure of their household income. This application form will also commit them to informing the School if these circumstances change. They will be asked to reconfirm their circumstances annually.

Applications for emergency funding will be considered exceptionally where there is a change in circumstances. Such bursaries are likely to be short term in nature and may be used, for example, where it would not be in the student's best interest to move school close to public examinations.

Students themselves will not be informed of the funding arrangements for their boarding place. Bursaries will be awarded for fixed periods. Namely:

- Years 7, 8 and 9
- Years 10 and 11
- Years 12 and 13

The award of a bursary for one period does not guarantee that an award will be made for the next or future periods. Once awarded the bursary will continue until the end of the relevant period, except in the following circumstances:

- The family no longer meet the eligibility criteria.
- The student fails to achieve the required effort grades or required level of attendance
- Failure to pay the balance of boarding fees due on time in accordance with standard payment terms
- The student leaves the School or leaves boarding
- The School no longer provides boarding
- A change in Government Policy precludes the payment of boarding bursaries.

Parents/Guardians will be informed in writing if the bursary is to be withdrawn. One term's notice will be given for the withdrawal of a bursary (except no notice may be given where the student leaves the School or boarding, or in the event of a change in Government policy).

The process of considering and awarding boarding bursaries will be kept entirely separate from the admissions process.

### **3. Eligibility Criteria**

#### **a. Financial Criteria**

Household income must be less than £80,000 per annum in order to be eligible for a bursary. Pure income, however, will not be the only criteria that will be considered. Other circumstances or family situations may indicate ineligibility for the award of a bursary. For example, frequent family holidays or overseas holidays, ownership of a second home.

Higher bursaries may be awarded for lower levels of Household income. The following is indicative of the level of bursaries that may be awarded.

Household income range	Bursary Award (Percentage of total fees)
£60,000 to £80,000	25%
Below £60,000	50%

These ranges are only indicative and may be varied at the sole discretion of the Bursary Fund Committee. The scheme is discretionary as it is based on limited funding. Consequently not all applications can be successful. A lack of funding may be a valid reason for rejecting an application.

#### **b. Student Criteria**

Students are expected to achieve above the minimum for Attitude to Learning Grades. Currently this is a G (for Good) or better on a scale of 1 to 5 [grade system P= Poor, S = Some Concerns, G = Good, V = Very Good, O = Outstanding] Students are expected to maintain an attendance rate above 95%.

### **4. Boarding Bursary Fund Committee**

The Boarding Bursary Committee will be made up of the Deputy Head, the Finance and Resources Director, an Assistant Head and a Governor (which may be a Staff Governor). The Headmaster and Head of Boarding are not members of the Boarding Bursary Fund Committee and will not take decisions about applications, however, they may provide information to the Committee about a student's circumstances, for example, about their well-being, behaviour or attendance.

### **Equality Act 2010**

The School takes its duties under the Equality Act 2010 seriously. It will therefore not discriminate against any person with or without a protected characteristic in applying this policy.

## **5. Procedure**

Applications for bursaries starting in the following academic year must be made in writing to and received by the Headmaster before 31 January.

Applications for Emergency funding may be made at any time.

Applications will be considered by the Boarding Bursary Fund Committee in February/March. Decisions will be made and applicants informed, in writing, of the Committee's decision by 31 March.

"Where an offer of a bursary is made by the Committee, it will set out the level of bursary offered together with the relevant conditions that must be satisfied in order for it to be retained for the funding period (subject to the other conditions within section 2 of the policy not being applicable.)"

Appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the School's complaints procedure.

Once awarded, the boarder will still be charged the full standard amount for the relevant category of boarding. The bursary will be applied to remit all or part of the amount due.

Royal Grammar School High Wycombe		
Boarding Bursary Application Form		
Date of Application		
Is this an emergency application?		Yes/No – delete as applicable
Student Details	Family Name	
	Given Names	
	School Year	
	Full/Weekly/Day Boarder	
Applicant Details	Family Name	
	Given Names	
	Address – line 1	
	Address – line 2	
	Address – line 3	
	Town/City	
	Postcode	
	Phone (Day)	
	Phone (Mobile)	
	Email	
Reason for Application:		
Household income	Current Year	
	Expected Next Year	
	Proof of Income Provided	
Level of Bursary Requested (annual amount)		
Date Requested for Bursary to Commence		
Statement by Applicant:		
I confirm that:		
• The information provided in this application is true •		
If awarded a bursary:		
<input type="radio"/> I will inform the school immediately if these circumstances change		
<input type="radio"/> I will provide annual confirmation of household income (with appropriate proof of evidence)		
• I accept that the award of a bursary by the School is discretionary and that a lack of funding is a valid reason for not awarding a bursary.		
Signature		
Print Name		
Date		