



Sidcot  
Live Adventurously

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**Policy Name: Bursaries Policy and Procedure**  
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## **1. Introduction**

- 1.1 This policy contains an overview of the bursaries currently in operation at Sidcot School. In order to avoid confusion this policy seeks to answer some of the more common questions asked by parents of current and prospective pupils. This policy has been authorised by the Governing Body of Sidcot ("the School").
- 1.2 Sidcot 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. Our charitable objectives approved by them are "the education of children of Members of the Society of Friends and others."
- 1.3 The policy is reviewed on an annual basis and takes into consideration the latest guidance from the Charity Commission.

## **2. Aims**

- 2.1 The aims of this policy are:
  - to widen pupil access to the school and ensure that a Sidcot education is provided to children from a broad spectrum of society;
  - to continue the School's long tradition of providing public benefit;
  - to meet and if possible, exceed the Charity Commission's public benefit requirements.

## **3. What Are Bursaries?**

- 3.1 The School aims to satisfy the need for 'public benefit' through means-tested bursaries awarded in accordance with Charity Commission guidelines. Sidcot makes available a number of these to parents to enable their children to attend our School. Sidcot has a long 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 do so, every year the School foregoes some fee income in funding bursaries. Unlike some independent schools, Sidcot does not have substantial endowments or grant income and so funds most of the bursaries from its own budget. In some cases, bursaries are funded by a legacy or by an associated body such as the Sidcot Bursary Trust and/or Old Scholars Association, however, the bursary fund is limited and it is not possible to meet all requests for support
- 3.2 The level of a bursary is determined by the degree of financial need. In all cases therefore, applicants are required to complete a bursary application form providing details of income, property and capital. The School does not simply use an earned income threshold; and other potential sources of income, property held and capital reserves are factors taken into account. As a result the size of bursaries offered can vary between families
- 3.3 Please note that families who may be classified as 'low income' but have substantial assets may not be eligible to receive a bursary. Where the assessment shows that there is no financial need, no bursary will be granted.

#### **4. Types of Bursary Available at Sidcot**

##### **a) Admission Bursary**

Sidcot values its community of socially diverse students and may offer financial help towards the payment of fees in cases of need. Admission bursaries are awarded to new students and are not dependent on prior academic performance, although the student must satisfy the School's standard entry requirements as set out in our Admissions Policy (3.1).

*Parents who consider that they will need bursary support should discuss this with the Admissions office at the earliest possible stage in their application for a place at the School. Bursary applications must be received by the 8 January for entry to the School in the September of that year and would normally remain in place to the completion of the student's education at Sidcot subject to the annual review.*

##### **b) Hardship or Emergency Bursary**

Bursaries are sometimes available to families whose financial position worsens unexpectedly during a child's education at the School. This type of bursary is available on a short term basis only with the aim that a student's education is not unduly disrupted at an especially difficult time. Parents are urged to contact the Finance Director as soon as possible to discuss such instances.

As bursary funds are limited only in exceptional circumstances would a bursary be offered towards boarding fees.

#### **5. The Bursary Application Form**

- 5.1 Applications for any bursary require the submission of means-testing information on the School's standard form. The form is designed to provide a full picture of the income, assets, outgoings and liabilities of applicants so that the school's Bursary Committee can decide where offers can most fairly be made. Parents will understand that our selection process is stringent in order to be equitable to all families.
- 5.2 The School will require sight of a range of original documentation in order to validate the information provided. The Finance Director or another member of the Senior Management Team may also carry out a home visit prior to confirmation of an award. All bursary applications are treated in the strictest confidence.
- 5.3 All bursaries are subject to annual review and this will require updated financial information. Failure to divulge information when requested or to declare a change in circumstances could lead to a bursary being withheld or withdrawn.

#### **6. The Application**

- 6.1 The deadline for applications for admission bursaries is 8 January for entry in September of that year. Each application should be accompanied by a completed Sidcot School Application form and Registration Fee (Senior £150.00, Junior £75.00) the Registration Fee will be refunded if your application for a bursary is not successful. Applications are considered by the Bursary Committee during the Spring Term on a date which will be advised to parents. Applicants who satisfy the means testing criteria will also follow the standard admission process and will be invited to the School for interview. Parents/guardians and the prospective student will need to attend the interview and satisfy the requirements of the School's admission process. The Finance Director will write to notify families of whether their application has been

successful. The offer letter will specify the conditions of the award.

- 6.2 Applications for hardship/emergency bursaries may be made at any time during the year and will be considered by Finance Director as soon as possible after the Finance Department has been informed of the difficulty.
- 6.3 Each bursary offer will reflect the particular circumstances of the recipient and will be expressed as a specific amount in remission of tuition fees.

## **7. What is Expected of a Family in Receipt of a Bursary?**

- 7.1 Parents are expected to pay the remainder of the fees on time by the normal due date. Any 'extras' such as trips, school uniform or any specialist activities are payable in full.
- 7.2 We expect all students in receipt of a bursary to demonstrate a real desire to learn and make a positive contribution to the life of the school, through good behaviour and diligence. Failure to meet the expectations of the award may, in exceptional circumstances mean a bursary is withdrawn, where upon full fees becoming payable.

## **8. Conclusion**

- 8.1 We appreciate that many families make substantial changes to their lifestyle and financial arrangements in order to provide their children with an education at Sidcot. If you have any further questions, please do not hesitate to contact Finance on 01934 845227 or via email at [feesenquiries@sidcot.org.uk](mailto:feesenquiries@sidcot.org.uk).

## **Appendix**

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

There are a number of grant giving organisations and charitable trusts that can offer financial assistance. Please be aware that most charitable trusts have strict criteria which usually requires there to be an element of social need as well as financial need behind the application.

**The Independent Schools Educational Grants Advice Helpline – 01932 865619.** The helpline provides advice and guidance to parents seeking information about help with fees. The helpline is open from 9am – 11 am Monday to Friday.

### **Royal National Children's Foundation**

The organization help vulnerable children whose circumstances are seriously prejudicial to their normal development and where no other care is available. The child will be aged between 7 to 18 years. A situation can arise through the death or serious ill health of one or both parents, divorce, separation and abnormal or particularly adverse home conditions

### **BMTA Trust Limited**

The Trust gives short-term grants for children already attending fee-paying schools to help when parents and/or guardians find themselves in unforeseen financial difficulties or for children who have exceptional circumstances of social need. Help is available for Years 9 and 10 of secondary education only. Preference is given to applicants with a motor industry connection but is not limited to this industry. The Trust also gives one-off welfare grants to individuals and their dependants who work or have worked in the motor industry

### **Fashion & Textile Children's Trust**

provide education and wellbeing grants to support children (0-18 years) whose parents or guardians work, or have recently worked (within the last 9 years) in the UK fashion and textile industry. This includes retail, head office, manufacturing, wholesale, design, distribution, bridal wear, menswear, knitwear, supermarkets.

### **Mitchell City of London Educational Foundation**

The foundation awards grants for A level studies, grants for further education and grants to assist children of single parents at secondary schools. Beneficiaries must be the child of a parent who lives or works in the City of London, or they must be in attendance or have attended a school or educational establishment in the City. No minimum period of attendance at a City school is required.

### **Reedham Children's Trust**

This charity supports children whose families are unable to care for them as well as they might like, due to circumstances such as death, disability and illness, and who have very limited financial resource. The main way in which the trust provides help to children is through financial assistance to attend boarding School.

### **Royal Navy & Royal Marines Children's Fund**

Support is given to children of serving and retired RN & RM personnel who are in need of care and assistance and to ensure stability and continuity of education. Grants are given towards education where a social need is proven. The age range is generally 5-18.

### **Royal Medical Foundation (RMF)**

The RMF assists medical practitioners and their dependants who are in financial hardship. Grants are awarded for the payment of school fees for children aged 11-18.

### **School Fees Charitable Trust**

Awards are made to assist parents who are unable to continue to pay for an independent education from their own resources as a result of financial hardship, arising from a severe change in circumstances. Grants are made to cover the final GCSE year, two A-level years, or equivalent examinations.

### **The Emmott Foundation**

The foundation provides grants for sixth form education for pupils expected to go on to higher education, whose parents face an unexpected family, medical or economic crisis. Except in exceptional circumstances, a majority of predicted or actual A grades are required. In exceptional cases, the Trustees will consider applications on behalf of students with lower grades. Consideration will also be given to cases where there is a major educational, social or pastoral need. Grants are made only where the school is willing to make a significant contribution to the fees.

### **The Royal Merchant Navy Education Foundation**

The foundation offers educational support to orphans and needy children of all grades of merchant seafarers, professional sea-going fisherman and RNLI lifeboat crew members, who are currently serving or have served at sea.

### **Thornton Smith & Plevins Young People's Trusts**

The trusts assist with the education of able pupils. Grants are generally given to young people already in the independent school system where the parents have embarked their child upon independent education in the realistic expectancy of being able to fund the costs for the full period but now find they no longer have sufficient means.

### **The Royal Liverpool Seamen's Orphan Institution**

The charity offer assistance to a family where the deceased parent served in the Merchant Navy or the fishing fleet and if a grant is awarded, it will continue until the child finishes full time education.

### **The Royal Pinner School Foundation**

Is an educational trust for the children of commercial travellers, travelling sales (commercial) and technical representatives and manufacturers' agents, where the family has suffered adversity, the Foundation awards grants to assist with the educational costs of eligible children at state, private, day or boarding schools.