

**RYDES HILL PREPARATORY SCHOOL & NURSERY**  
**P46 (ISI 15A) – BURSARY, SIBLING, SCHOLARSHIP AND STAFF**  
**DISCOUNT POLICY**



**RYDES HILL**  
 PREPARATORY SCHOOL & NURSERY

**CHILDREN'S MISSION STATEMENT**

*Think deeply, live wisely, love generously*

**MISSION STATEMENT**

**IN OUR SCHOOL WE WILL TRY TO:**

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what the school stands for and all are encouraged and challenged to be the best they can be.

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## Revision History

Revision	Paragraph Number	Revision
March 2015		New Document
June 2016		Updated
December 2017		Updated
June 2019		Updated
October 2020	2	Changes to the year group at which bursaries are usually available
	4	Maximum bursary amount set to 50%
	5	Additional paragraph referring to short term hardship bursaries
	30	Additional paragraph about scholarships

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
EYFS	Early Years Framework Setting

## Aim / Objective / Statement of Intent

This policy applies to the whole school including EYFS.

1. Rydes Hill Preparatory School and Nursery is a Catholic school with a generous spirit, we are a registered charity and are committed to proving 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. Whilst Rydes Hill does not have a bursary fund, it has allocated a small percentage of its income to assist parents where it can. The School looks to these parents to consider paying back any fee remissions if their fortunes change. This would enable a Bursary Fund and allow other families to benefit from help. The aim of this paper is to lay down the policy for the award of bursaries at Rydes Hill Preparatory School and Nursery.

## Guidance for Bursary Applicants

2. Transformational bursaries are discounts on school fees and allow those who might otherwise be financially constrained from enjoying the benefits of a Rydes Hill education, to have the opportunity to do so. They are available for children in Year 3 (Lower Prep) and above who are all-rounded and would significantly benefit from a Rydes Hill education. This is to be assured the pupil will benefit from, and make the most of, a Rydes Hill education. The Bursar will have a meeting with parents at the application stage to be assured the family can afford independent education as the child moves through the School.
3. If this applies to you, please do not hesitate to get in touch with us; we do not guarantee to be able to help, but we will do our best within our own financial limits. If you do approach us, our discussions will remain confidential between us.
4. Bursary awards are made up to, and including, 50% of fees excluding lunches and additional extras i.e. swimming, musical instrument hire. In exceptional circumstances, the Finance Committee, a sub-committee of the Governing Body, may be considered awarding a bursary greater than 50% in Years 5 and above. Awards may remain in place throughout the time a recipient is in the school although they will be reviewed on an annual basis, or if there have been significant changes in financial circumstances.
5. Current pupils may be eligible for a short-term hardship bursary. These bursaries are reviewed on a termly basis and are available for a maximum of two terms.
6. Please note that families who may be classified as “low income” but who have substantial assets may still be ineligible to receive a bursary.
7. 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 what is viable within its overall budget. Public Benefit should be sustainable.

8. We recognize 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 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:
  1. 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 his/her partner's work.
  2. 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.
  3. In case of separation, the contribution made by the absent parent.
  4. Contribution to household costs by other, wider family members, any adults unrelated to the child or by outside sources.
  5. We do not consider that the following are consistent with the receipt of a bursary:
    - Frequent or expensive holidays.
    - New, luxury or superfluous cars.
    - Mortgages on excessively expensive properties.
    - Investment in significant home improvements.
    - A second property / land holdings.
    - Valuable works of art.
9. We recognise that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
  - Where the social needs of the child are relevant (e.g. may be suffering from bullying at her present school).
  - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
  - Where separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating.
10. It is a pre-requisite that all beneficiaries and their parents are and will continue to be loyal and supportive of Rydes Hill and contribute actively to all aspects of school life.

## **Types of Bursary**

11. There are two types of bursary award:
  - Pre-admission bursaries for new pupils

- Post-admission bursaries for existing pupils where their parents have suffered unexpected financial difficulties.

## **Eligibility**

12. In principle bursary awards are only granted from Lower Prep (Year 3); exceptions may be made where adequate spaces permit in Kindergarten (Reception) to Upper Transition (Year 2). The assessment will be made on the basis of what parents can afford and will be reviewed annually. Bursaries are deducted net of Early Years funding in Kindergarten and are not awarded to children in Nursery.

## **Responsibilities**

13. The Finance Committee, consisting of Governors, the Headmistress and Bursar, is responsible for authorising bursary awards using procedures set out in this policy. Any decision on awards by the Committee must be unanimous. The Committee is also responsible for advising the Governing Body on bursary policy. The Bursar is responsible for ensuring that the bursary allocation does not exceed the authorised annual financial allocation.

## **Financial Allocation**

14. In the Spring Term, the Finance Committee will agree the bursary provision to be included in the following year's budget based on Charity Commission Guidance. This is likely to be in the region of 4 – 5% of fee income, excluding Nursery income. The amount allocated to bursaries may only subsequently be exceeded in exceptional circumstances and with the authorisation of the Finance Committee.

## **Applications**

15. All applications for the following academic year must be received by the end of the first week in January. We will make decisions on allocating pre-admission bursaries in one sitting, so there will be no funds left to allocate to late applicants.
16. All applicants seeking bursaries must complete a statement of financial circumstances form. Unless inappropriate or inapplicable both parents must sign the statement.
17. Parents of prospective pupils must have paid the registration fee before an application can be considered; this may be refunded at the Committee's discretion in appropriate circumstances. In the case of separated parents information will generally be required for both.

1. Pre-Admission Bursaries: The assessment will be made on the basis of what parents can afford so that, assuming no changes in circumstances, the amount payable by parents remains constant (except for the annual percentage increase in fees, if any) throughout the pupil's time at Rydes Hill including when moving from one fee band to the next. An application form will still need to be completed annually so that the School can be assured that the recipient's financial circumstances have not changed.
2. Post-Admission Bursaries are awarded for one academic year only and no awards or forecasts of future availability beyond the forthcoming academic year can be given.

## **Assessment**

18. After initial scrutiny by the Bursar the completed forms and supporting documents are passed to an external and independent company, Bursary Administration Limited, to conduct an assessment, which includes a home visit. A report is then produced and passed to the School for consideration. The Headmistress and Bursar will consider a number of factors before discussing the application with the Finance Committee. In the main, the child's suitability for the School is the first consideration in granting support.
19. The Committee may make additional enquiries, for example with other schools, if it considers it appropriate. A bursary is highly unlikely to be awarded where the pupil has an elder sibling at a senior independent school and who is not receiving financial assistance. Only in exceptional circumstances will bursary assistance be considered if parents separate after accepting a full-fee place.
20. All applications will be judged on the same criteria. Both income and assets are included in assessments.

## **Decisions and Notification**

21. A full record of the decisions of the Committee will be maintained. The Bursar will notify both successful and unsuccessful applicants using standard forms of letters.

## **Value of Awards**

22. Awards will depend on means and no more than 15% of the annual budget can be committed to any one family, unless under exceptional circumstances. In cases of extreme hardship additional funds may be made available to cover residential school trips. No other discounts, for example extra-curricular activity, will be awarded in conjunction with a bursary. Bursaries are never awarded retrospectively.
23. No one child can be the recipient of two fee discounts i.e. bursary and third sibling discount. The greatest award applies.

## Timescale

24. The Committee have the discretion to alter the timescale for applications as necessary. In principle for applications for the coming academic year the following timescale will be applied:

Last few weeks of Autumn Term - Bursar initiates review process with existing holders

Thursday 7th January 2021 - Deadline for receipt of forms (new and existing)

w/c Monday 1<sup>st</sup> March 2021 - Assessment process complete

w/c Monday 29<sup>th</sup> March 2021 - Notification of awards

## Current Year Awards

25. Where there are significant changes in circumstances during the year, resulting in unexpected financial difficulties, immediate requests for assistance will be accepted. Awards will, however, only be given in the most exceptional situations if bursary funds are available. A change in marital status is not considered a valid reason for the School to consider an award in the current year.

## Appeals

26. Any decisions by the Finance Committee on the award of bursaries are final and are not subject to appeal. We will however reconsider any estimates we have made, (in the case of calculating the value of shares held in private companies) if you are able to provide sufficient evidence to the contrary.

## Reviews

27. All bursaries, including those to staff members, are subject to annual review and may be adjusted up or down or withdrawn as appropriate to financial circumstances and the availability of bursary funds.

## Conditions

28. The retention of awards is dependent on a number of conditions, including, but not exclusively:



- All **fees must be paid** by the first day of term unless an alternative agreement has been reached and confirmed in writing by the Bursary.
- Absolute confidentiality being maintained.
- Satisfactory behaviour and progress by the pupil.
- Notification to the School of any material change in financial circumstances.
- If pupils leave for another independent school without adequate notice full fees in lieu are payable.
- The active participation and support of the school by both pupils and their parents.

### **Withdrawal of Bursaries**

29. Bursaries will be refused or withdrawn immediately if inaccurate information is discovered to have been provided or notification of an improvement in financial circumstance is not reported.

### **Third Sibling Discount**

30. A 25% reduction on fees will be given for the third and subsequent members of a family, all of whom are in attendance at the same time.
31. No one child can be the recipient of two fee discounts i.e. bursary and third sibling discount. The greatest award applies.

### **Scholarships**

32. Scholarship awards are available for children entering Rydes Hill in Years 3 and 5. A scholarship student will be a good all-rounder and will excel in either English, Maths, Science, Music, P.E. or Speech & Drama. A taster day will be held in the spring term, prior to the commencement of a new academic year. All scholarship applications must be completed on or before the first day of the spring term. An external student scholar will be eligible for a maximum 25% discount off School fees. No other discount will apply.

### **Staff Discounts**

33. Staff discount are available. Please refer to the staff handbook for full details.

### **Confidentiality**

34. All bursary applications and awards are treated with the strictest confidence. The School expects the same level of confidentiality from families and recipients of awards,

particularly in relation to discussing awards with other parents. Pupils will not be made aware that they benefit from a fee discount unless informed by their parents/ guardians.

### **Responsibility for Implementation of the Policy**

35. The Bursar has overall responsibility for the effective operation of this policy which will be reviewed every 2 years.