

PANGBOURNE

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BURSARY POLICY

Author(s)	Bursar
Date created	September 2019
Reviewed by	Bursar
Date of last review	September 2021
Review frequency	Annual
Next review date	November 2022
Date of governor agreement	September 2021

Bursary Policy

Introduction

The Governing Body of Pangbourne 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 who meet Pangbourne College's entry criteria. Such support is known as a bursary. Bursaries may be awarded in the form of a discount of up to full day fee remission in cases of proven need, and, where appropriate, an allowance for other educational expenses such as school uniform or school trips), depending on the individual circumstances of the prospective pupil and each of his or her parents. Given the additional cost of boarding, the Governing Body's policy is that bursary applications for day places only will be considered.

Bursary awards are subject to an annual review of the pupil's and his or her parent's 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, attendance 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, 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A bursary may be withdrawn in its entirety in accordance with the terms upon which such an award is made or otherwise in accordance with the school's Terms and Conditions. A bursary may also be withdrawn in its entirety if, in the opinion of the Head, the child's attendance, progress and/or behaviour (and/or the parents' behaviour or conduct (or the behaviour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.

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

Requests for financial support usually fall into two categories:

- New applicants to the school where a place has been offered but parents are unable to fund the fees and other educational expenses;
- 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 child 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 website
- The school's prospectus
- Local advertising
- The school's Registration Form

The Application Process

Bursaries may be made available to parents/guardians of children entering any year-group of Pangbourne College. (See the school's [Admission's Policy](#) for further information on the school's entry criteria). They are awarded at the discretion of the Bursary Awards Committee, which consists of the Head, the Head of Admissions and the Bursar, who is also responsible for the management and coordination of the process.

- **Step One**
 - Both Parents seeking a bursary are required to complete an application form 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 both parents should still be provided, as should the financial information of any other adults in the same household of either of the parents. The form, which requests details of all income, savings and capital, can be found on the [College website](#) or requested from the Bursary and must be accompanied by full documentary evidence. We also ask you to confirm what year group the child will be entering, whether they intend to be boarding or day and details of any scholarships that have been applied for at the College. Given the additional cost of boarding, the Governing Body's policy is that bursary applications for **day places only** will be considered.
 - The timescale for applications is:
 - **Year 7 and Sixth Form entry** These applications must be received by the end of September, prior to the intended September of entry (11 months ahead).
 - **Year 9 entry** Given the more extended offer period, bursary applications for Year 9 entry must be received by the end of September, 23 months prior to the intended September of entry. This will tie in with the admissions process and ensure that parents are able to make decisions on the offer of a place, knowing the financial support available. Parents who receive a bursary offer for Year 9 entry, will be required to confirm their financial circumstances in the summer term prior to their child's entry to the College.
 - 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, that they 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 in order to establish the likely level of support which will be required in order to allow the child to attend the school. This will 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 at the school and/or provide additional supporting information as may be requested.
- **Step Three:** The Bursar prepares a recommendation which is considered by the Bursaries Awards Committee and a joint recommendation is then reached.
- **Step Four:** Both parents/guardians are advised of the outcome and as appropriate are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.

Pangbourne College will normally 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 Bursaries Awards Committee 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 judgement. In the main, the child's suitability for the College is the first consideration in granting support.

- **Suitability:** The child's suitability for the school is the first consideration. Attention will be given to the academic assessment result of each applicant, but potential will be considered alongside actual achievement. Bursary funds are limited and those judged most suitable and most likely to gain from our education provision will be given priority. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider co-curricular activities on offer at the College. Previous school reports will be consulted for evidence of good behaviour.
- **Financial Limitations:** The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each bursary application is assessed on its own merits and awards are made accordingly, subject to the College's ability to fund these within the context of its overall budget. As a small school, Pangbourne College has limited funds to make available for bursaries and not every eligible application for a bursary will be successful. Please note that families who may have a low income, but have substantial assets may not be eligible to receive a bursary. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the College has a duty to ensure that all bursary grants are well focussed 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 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 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.
- Contribution to household costs by other, wider, 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, for example, would not be consistent with the receipt of a bursary:
 - frequent or expensive holidays;
 - new or 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 academic ability and financial constraints, there may be other circumstances which should be considered as part of the school's holistic judgement. 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 (but please note that bursary support from a previous school is no indication or guarantee that the parents would be eligible for bursary support at Pangbourne 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 for a hardship award to the Bursar, explaining their situation and using the [application form](#) on the school's website. 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 in the same way as other bursary holders.

Annual Review

All bursary awards are open to repeat testing of parental means and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms at the beginning of February each year, for return by the end of March. Bursary holders will usually be advised of the outcome of the annual review by the end of April.

For those previously in receipt of bursaries, the Head and Bursar, have the discretion to recommend to the Governing Body, the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

Please note that all awards are made for a specific period. It is essential that the parents/guardians understand that it is their responsibility to re-apply, should they seek to have the award extended.

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. In the event of a breach of confidentiality, the Governing Body reserves the right to reduce or withdraw an award completely.

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. Pangbourne 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

Royal National Children's SpringBoard Foundation Website: <https://www.royalspringboard.org.uk/>