



## **The Froebelian School** **Bursary and Hardship Policy**

### **Introduction**

The Froebelian School (the School) is committed to broadening access by offering means-tested financial support to assist the payment of school fees to eligible parents/guardians. Such support is known as a *Bursary* which may be awarded to assist the payment of fees.

Applications for financial support usually fall into two categories:

- **Bursaries** - are available for new applicants to the School, where parents/guardians are unable to fund fully the fees. Bursaries are available from 10% to (in exceptional cases) 100% of tuition fees. As funds are limited the focus of distribution is on those children who are in the best position to contribute to and gain from a Froebelian education. As part of the process for determining recipients of bursary awards, children are assessed in a manner according to their age level. All awards are conditional on recipients meeting the School's entry standards.
- **Hardship** – is available for parents/guardians of existing pupils where a change in financial or personal circumstances has created a difficulty in paying the fees. Financial help may be offered generally in the form of a short-term award designed to allow the child to remain a pupil at the School until the financial issues have resolved.

### **Awareness**

The School provides information to alert parents/guardians of potential pupils to the possibility of gaining means-tested financial support to assist payment of school fees in:

- The School prospectus
- The School website

### **Extras**

Bursary awards apply to tuition fees only. Extras must be paid in accordance with the Terms and Conditions of Froebelian School. Any extras above £100 to be incurred on behalf of a pupil in receipt of an award for a school trip or event should be approved by the Finance and Operations Manager before a commitment is made.

## **The Application Process**

### **New Applicants to the School**

Entry Bursaries are available to parents/guardians of children entering the Froebelian School. The process is managed and coordinated by the Bursary and Hardship Committee. Decisions on awards are communicated by the Finance and Operations Manager.

### **Suitability**

Bursary funds are limited and children judged most suitable will be given priority alongside those likely to gain most from the educational provision. Pupils to whom support is offered must be likely, in the opinion of the Bursary Committee, to make sound academic progress following admission, and possess the potential to develop the quality of their work, and benefit from participation in the wider, extra-curricular activities on offer at the School. Each applicant should meet and maintain the School's normal academic standards. Previous school reports (if available) will be consulted for evidence of achievement, potential and good behaviour.

### **Step One**

Parents/guardians seeking a bursary are required to complete a confidential financial declaration/application form, which seeks to establish the financial circumstances of the household. The form, which requests details of income, expenditure and capital, is to be accompanied by copies of full documentary evidence. The completed form, together with the necessary supporting documentary evidence, is submitted to the Finance and Operations Manager no later than the end of April in any year for bursaries to be operational for the following September. This process will include the parents/guardians visiting the School for a meeting with the Head and/or Finance and Operations Manager.

### **Step Two**

Completed financial assessment forms are passed to the Bursary Committee who assesses all applications in order to establish the likely level of support required for the child to attend the School. When all the information has been collated and considered, a decision is made by the Bursary committee, usually 2-3 weeks following the end of April deadline.

### **Step Three**

Parents are advised whether or not their child is to be offered a Bursary subject to the child satisfying the admissions criteria of the School at the time. The conditions of accepting a bursary are attached as appendix A. Parents are required to sign a letter accepting the offer which accepts the conditions relating to the bursary, attached as Appendix B.

### **Criteria for Award**

The Bursary Committee considers a number of factors when assessing a Bursary request including the child's suitability for accessing a Froebelian education. The Committee makes a judgement as to the justification for financial support, and the extent of such support. Individuals may receive bursary support for a maximum of eight years.

### **Existing Pupils - Change in Family Circumstances [Hardship Award]**

Within overall budget funding, the School will in normal circumstances include (within the Bursary fund), a Hardship fund for cases of sudden, unforeseen need. An example of such a circumstance may be illness which prevents a parent from working for a period of time or a short term issue with a business which affects income.

Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for Hardship assistance to the Finance and Operations Manager, explaining their situation. They will be required to complete the same confidential financial declaration form. Such awards are subject to the availability of funding and cannot be guaranteed. Hardship assistance can only be awarded on a temporary basis and will not be guaranteed for the remainder of the pupil's education at Froebelian School.

Hardship assistance is reviewed termly, and (unless there are exceptional circumstances) can only be awarded for 3 terms.

The Head has authority to agree a temporary hardship arrangement until the Bursary and Hardship Committee is able to convene and conduct a review.

### **Financial Limitations**

The size of the bursary award is not influenced by the level of the academic ability of the child but by the extent of the need. 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. It is recognised 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 all 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:

- 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 houses. Approved pension funds are not included within a parent's assets, however non-approved pension savings will be taken into account in the award calculation.
- In cases of separation, the contribution made by the absent parent.
- Contribution to household costs by other, wider, family members (e.g. grandparents), any adults unrelated to the child or by outside sources.
- Acknowledging that others might have a different view, the School considers that the following 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 or land holdings.

## **Other Factors**

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:

- Where a child has siblings at the School (however, it is important to note that because one child is supported by the School it should not be assumed that subsequent siblings will be).
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.

## **Annual Review**

All Bursary awards are subject to an annual assessment of parental means, including where any fees are paid in advance, and the size of the Bursary may be varied upwards or downwards depending on any change in parental /guardians' 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 like factors). Compassionate or other considerations may affect the size of the awards in exceptional circumstances.

Current bursary holders will be issued with repeat means-testing forms at the beginning of March each year for return by the end of April. Documentary evidence will be required each year that a bursary award is made. For those previously in receipt of bursaries the Bursary committee has the authority to reduce or withdraw 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.

## **General Information**

### **Confidentiality**

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. Any breach of this confidentiality may be deemed to be a breach of the conditions of the bursary award which may result in the withdrawal of the award.

### **Honesty and Integrity**

The School will rely on information supplied by parents and take this in good faith. Should any household be found to withhold information which would affect an award, then the school will expect repayment of any excess bursary payment that has been awarded. Examples of this may include (but are not limited to), receipt of an inheritance or realised equity from the sale of a house.

### **Existing Pupils**

Pupils that have started Froebelian on a full fee paying basis are not eligible to apply for a bursary unless there is a significant and involuntary change to their family circumstances.

### **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. Froebelian School encourages parents/guardians 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 *and also*  
The Joint Educational Trust  
6 Lovat Lane  
London EC3R 8DT  
Email: [admin@jetcharity.org](mailto:admin@jetcharity.org)  
Website: [www.jetcharity.org](http://www.jetcharity.org)

This policy is reviewed regularly by the Headteacher, in consultation with the governing body, in the light of experience, research and good practice.

Policy Date: February 2022

Policy Review Date: February 2025

Signed (Headteacher): 

Signed (Chair of Governors): 

## Appendix A

### Conditions of Bursary Award

1. **Obligations of the pupil:** A pupil who is the subject of an Award is 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. These are the **Purposes of the Award**.
2. **Obligations of the Parent/s:** The parents are expected to support and encourage the pupil to achieve the Purposes of the Award and to uphold the aims and the good name of the School. The parents are also required to pay the balance of the account by the first day of the Term. Any extras above £100 to be incurred on behalf of a pupil in receipt of an award for a trip or event should be approved by the Finance and Operations Manager before a commitment is made.
3. **Annual Pupil Review:** An award is normally tenable throughout a pupil's time at the School. It is, however, subject to an annual review of satisfactory behaviour and progress. The Head, in consultation with academic and pastoral staff, conducts the reviews of all recipients of Awards and reports to the Bursary Committee if and as required.
4. **Withdrawal of the Award:** The Award may be withdrawn by written notice sent to a parent if, in the opinion of the Governors, acting in good faith, the pupil or a parent has not complied with the obligations set out in paragraphs 1 and 2 above or the pupil has fallen below the required standards of conduct and progress and in the further opinion of the Governor's there has been no significant improvement following consultation with a parent and/or the pupil and a written warning. Withdrawal of the Award will take effect from the start of the following Term.  
  
Further, the Award may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.
5. **Annual Financial Review:** Other than Hardship assistance, when the period is likely to be shorter, an award is normally tenable throughout a pupil's time at the School. It is, however, subject to an annual review of financial circumstances and should these change significantly from the present position, the Award may be varied or discontinued.
6. **Fees in lieu of notice:** For the avoidance of doubt, the benefits receivable under an Award will not apply to any Term for which the School has required payment of fees in lieu of notice.
7. **Terms and Conditions:** These Conditions of Award take precedence over any of the School's Terms and Conditions which are inconsistent with them but in all other respects the Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them. Individuals may receive bursary support for a maximum of eight years.

## Appendix B

### Acceptance Slip

We accept the offer of a Bursary Award, along with the conditions set out in the conditions of the Award, which we have received.

Name of Child \_\_\_\_\_

Signature of Father / Guardian \_\_\_\_\_

Signature of Mother / Guardian \_\_\_\_\_

Date \_\_\_\_\_

*Please note an acceptance slip will be sent out with any offer of bursary support and must be returned for the award to be finalised.*