



Glendower Preparatory School

Bursary and Hardship Awards Policy

2023-24

Reviewed: NKM/ZB, June 2023

Next review: June 2024

1. Introduction

Glendower Preparatory School offers a limited number of bursary and hardship awards each year which are designed to enable pupils whose parents might not be able to afford the fees to attend the school or who are experiencing short-term financial difficulties and need support. Both bursary and hardship awards are means-tested and can be awarded at any level, for instance to cover 100% of the fees plus ancillary costs or a percentage of the fees, depending on the family's financial ability. All financial awards are subject to ongoing and at a minimum an annual review. All bursary applicants are subject to the same academic assessment as all Glendower applicants and need to achieve the required academic assessment standards before being considered for a bursary.

2. Availability

Bursary Awards

- 2.1 The Governors of Glendower Preparatory School are keen to promote the attendance at the School by pupils whose parents might not be able to afford full fees. At the same time, the School does not benefit from a large bursary endowment and has limited resources from which it can offer bursaries. As a result, the number and size of bursaries offered can vary each year.
- 2.2 Bursaries may be awarded on entrance to Glendower Preparatory School at any point of entry into the school from Reception to Year 6. Bursaries will not be awarded to pupils in the Nursery.
- 2.3 Those awarded a 100% bursary may receive additional support and benefits as outlined in the School's Bursary Programme – details of which are available from the School's Admissions Office on registration.
- 2.4 Bursary awards are reviewed on an annual basis to allow changing financial circumstances to be taken into account. Bursary awards may go up or down as a result of the review.

Hardship Awards

- 2.5 Hardship awards are available to a current pupil at any stage during her time at the school in circumstances where the parents/guardians are experiencing short term financial difficulties and to assist in allowing the pupil to reach the next stage of her education.
- 2.6 Hardship awards are reviewed on a term-by-term basis and granted up to a maximum of one school year's fees per family during the course of the pupil's education.
- 2.7 Families who remain unable to support the ongoing fees at the end of the hardship period will need to apply for a bursary and follow the school's bursary application and annual review process.
- 2.8 Financial support through the bursary fund will always be prioritised to those pupils already at the school before additional bursary awards are offered to new incoming applicants.

3. Criteria

3.1 Applications for either a bursary or hardship award are means assessed on their own merits and awards are made accordingly, within the limitations of the funding available.

3.2 The school aims to build up a comprehensive picture of family financial circumstances. Due to the complex and varied nature of each assessment, Glendower Preparatory School does not publish detailed criteria for the allocation of funding. However, as a starting point, the following information is assessed:

- Income and outgoings
- Assets, including property, savings and pension funds
- Liabilities, including mortgages and loans
- Fees paid and financial awards received for siblings at other private school(s)

3.3 It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal to that family. However, as well as the information in 3.2 above, the school considers other factors including, but not limited to:

- The ability to improve the financial position or earning capacity 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 or the need to care for others significantly.
- The opportunities available to release equity, capital, savings or pension funds to finance school fees either in whole or in part.
- In cases of separation, any contribution made by the absent parent.

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

- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a parental bereavement may result in the child having to be withdrawn from the school.

3.5 The school considers that the following are examples of circumstances that would not usually be consistent with the receipt of a bursary or hardship award:

- Significant capital savings and investments
- Significant equity values in owned properties
- Frequent or expensive holidays
- Investment in major home improvements
- A second or multiple properties and/or land holdings

- New or luxury cars
- Siblings at other private schools

3.6 There is usually a greater demand for bursary and hardship awards than the school has the funding to provide. While every bursary pupil is required to have passed the academic assessment process, where there are more bursary applicants than funding at any given time, the results of the entrance examination and the potential contribution of the pupil to the wider fabric of School life will be reviewed to decide which applicant is offered the available funding.

4. **Responsibilities**

- 4.1 As with all pupils at Glendower, a bursary or hardship pupil is required to work hard, contribute positively to the life of the school, be a credit to the school and set a good example to other pupils.
- 4.2 As with all parents/guardians at Glendower, bursary parents/guardians are expected to support and encourage the pupil and uphold the aims and the good name of the school.
- 4.3 As with all parents/guardians at Glendower, any funds invoiced or due to the school must be paid by the date stated in either the parent contract or the issued invoice.
- 4.4 The bursary or hardship award may be withdrawn by written notice sent to a parent if, in the opinion of the school, the pupil or a parent has not complied with the obligations mentioned above. A full term's notice in writing will be given and the withdrawal of the bursary or hardship award shall take effect from the start of the following term.
- 4.5 All parents receiving a bursary or hardship award, regardless of its value, and who wish to remove their daughter are bound by the School's Terms and Conditions and must give a full term's notice in writing or become responsible for payment of the full term's fees. For the purposes of clarity, any fees in lieu that are payable will not be reduced by the value of the bursary.

5. **Application Process**

- 5.1 To apply for either a bursary or hardship award, an applicant must complete a confidential Financial Assessment Form and send it to the school together with a covering letter explaining why the bursary or hardship is needed. This is intended to provide a clear picture of the family's position in order to allow the school to make a fair assessment of financial need. The Financial Assessment Form requires full details of a family's financial circumstances. Supporting documentary evidence (e.g., copy bank statements, payslips, company accounts, mortgage and credit card statements etc.) will also need to be forwarded with the form.
- 5.2 The school may ask parents/guardians to attend an interview at the School or virtually or may

visit the applicant's house or former school/nursery to make sure the School fully understands the family's financial situation. Following this, an assessment is made and notified.

- 5.3 The Financial Assessment Form is available to those who are registered with the School from the Admissions Department.
- 5.4 Potential new pupils seeking a bursary must return the Financial Assessment Form prior to the published registration deadline relevant to that age group. Only in exceptional circumstances will the school consider assessing a bursary application after that date.
- 5.5 Existing pupils whose families are experiencing short term financial difficulties should return the Financial Assessment Form at least 10 working days before the first day of the term for which the hardship award is requested.
- 5.6 Questions about the Financial Assessment Form or any aspect of the bursary or hardship application process can be addressed to, the Bursar via bursar@glendowerprep.org

6. Confidentiality

- 6.1 The school respects the confidentiality of bursary and hardship awards made to families and recipients are expected to do likewise.
- 6.2 Bursary information is shared with staff on a need-to-know basis with the proviso that the confidential nature of this information is always respected.
- 6.3 All bursary recipients are encouraged to take part in all aspects of school life and take up any pastoral and academic support offered to benefit from all elements of the bursary provision, including specialist mentoring and coaching if appropriate.
- 6.4 The school advises that pupils in Reception - Year 2 are not informed that they are on a bursary and that those in Years 3-6 are aware that they are in receipt of a bursary. However, the school appreciates that all parents reserve the right to opt out of those aspects of the bursary programme with which they are less comfortable.

7. Other sources of financial support

- 7.1 There are a number of educational charitable trusts who provide assistance with school fees. In the majority of cases, these are to assist children who are already attending a fee-paying school. The following link provides information on the support available:
<https://educational-grants.org/about-etf/>

