

## Section 3.14 - SCHOLARSHIP AND BURSARY AWARDS POLICY

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### Introduction

Frensham Heights School ("The School") is a registered charity (Charity Number: 312052) that is committed to providing significant public benefit. The School has a long history of providing financial assistance to students and their families. It is aware of its obligations under the Charities Act 2011 and seeks to adhere to the public benefit principles identified by the Charity Commission. One element of this provision is our programme of means-tested bursaries to attract students who would not otherwise be able to access education at the School. The Board of Governors allocates an annual amount of charitable funds for the purposes of awarding bursaries.

The School also awards scholarships. These scholarships do not attract any financial award, but instead provide access to the Scholarship and Enrichment Programme in which scholars are afforded opportunities to stretch and challenge themselves in exciting ways.

### Scholarship Awards – Year 7 & 9

Scholarships are awarded towards the end of Year 7 and Year 9 when a student has had the chance to settle into the School. Scholarships are awarded by Heads of Department for Academic, Performing Arts, Creative Arts, and Sport on the basis of aptitude, attitude, participation and leadership potential. Scholarship awards are confirmed by the Head.

### Scholarship Awards – Year 12

Scholarships are normally awarded on entry to Year 12 following the School Entrance Examination Day held each year in November. Upon successful completion of the entrance tests, students who wish to be considered for a Scholarship will be invited back to School to meet the Heads of Department for further interviews and, if appropriate, auditions.

Following entrance examinations and auditions, the Head, Deputy Head (Academic), Admissions Registrar, and the relevant Head of School and Head of Department meet to review the performance of the applicants in the examination, auditions and interviews and decide whether or not a scholarship award is justified.

### Bursary Awards

A bursary award is made for financial need only and is based on a means-tested assessment. Depending on the resources available, but having no significant endowments, the School offers bursaries ranging from 10% to 90% and a limited number of 100% bursaries. Bursaries for the Junior School, where the fees are comparably lower than the Middle School, Senior School or Sixth Form, are often lower and less frequently awarded. The School does not offer bursaries

for children in the Nursery. The overall amount the School sets aside for bursaries each year is a percentage of net fee income determined by the Governors, who are mindful of the Charity Commission's published guidance on the public benefit requirement under the Charities Act 2011.

Applications for bursaries are administered by Bursary Administration Ltd (BAL) on behalf of the School. See here: <https://www.schoolbursaryguide.com/for-parents/>. This ensures a fair and equitable treatment for all applicants. Parents will be asked to complete and submit a bursary application form based on the model form designed and issued by the Independent Schools' Bursars Association (ISBA). The figures contained in this document will be verified by, for example, annual P60s, company accounts, DSS assessments or mortgage statements etc.

Each case is assessed on its own merits. 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 awards are well focused, and these factors will also be considered in determining the level of an award:

- 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 dependants, 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 the equity in the main residence and any other assets which could be sold or transferred towards fee payment;
- In cases of separation, the contribution made by the other parent;
- Contribution to household costs by other, wider, family members or any adults unrelated to the child or by outside sources;
- Where fees are being paid to other schools (or universities) the school's award should take into account these outgoings; and
- The amount of fees for the relevant Year Group and whether they are day or boarding fees.

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

- Where a child has siblings at the School.
- Where the social or medical needs of the child are relevant.
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a parent/guardian has paid two or more years full fees and is now in hardship.
- Whether a parent/guardian unavoidably needs to afford boarding, but is unable to do so; and
- For the continuation of a bursary into the next phase of education: the value of the contribution the student makes to the school.

BAL prepare a recommendation for discussion with the Head and, if deemed necessary, a representative of the Board of Governors. Careful judgement is exercised in each case whilst applying as much parity of treatment as may be possible – the decision is final.

Although bursary applications can be submitted at any time throughout the year, to maximise equitable consideration of financial need, the majority of bursaries will be considered according to the following timetable:

- September/October – existing bursary holders, whose children are anticipated to continue their education at Frensham Heights the following September, are to submit updated statements of need using the annual application form;
- September/October – new applications submitted for the following September;
- January – consideration and decisions on bursaries;
- Late January/early February – notification to existing bursary recipients and new applicants for the academic year starting in September.

New applications received after these dates can only be successful if the bursary fund has not been fully utilised; a small in-year hardship allocation exists for existing students.

### **Review of awards**

When bursaries are awarded, it is clearly stated that they will be reviewed annually and it is the responsibility of the Bursar and Head to ensure that this is done.

Similarly, when scholarships are offered, it is made clear that they are based on expectation of continued performance levels and of taking an active part in the Scholarship and Enrichment Programme as outlined in the Scholarship offer letter. It is the responsibility of the Head and other senior staff to ensure that these are subject to annual review.

The timing of these reviews must consider the need for parents/guardians to have a suitable period to consider the implications of reduced financial support (assuming that if the school believed more financial help to be appropriate, there would be little need for parents/guardians to make alternative arrangements). All awards will be reviewed, and parents/guardians notified of the outcome before the start of the Summer Term.

### **Sibling discount**

The school recognises the commitment and loyalty of parents/guardians choosing to educate several children at Frensham Heights by offering a sibling discount of 10% for third and subsequent children at the school. Where at least two siblings have each completed, or are expected to complete, at least one phase of education at Frensham Heights (a phase of education is defined as being at least three years in the Junior and Middle Schools or two years in the 6<sup>th</sup> Form) then the third child and any subsequent children joining the School will receive a 10% discount throughout their time at the School.

### **Late Payment of Fees**

The School retains the right to permanently (or temporarily) cancel any Scholarship, Exhibition or Bursary Award or Sibling Discount and charge full fees in the event of late payment or part-payment of fees from the date that they are due.