



Bursaries and Hardship awards Policy 2020-2022

1. General

The Governors of Greenfield School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a bursary and may be awarded in the form of a discount of up to 100% on tuition fees payable, plus some appropriate extras, depending on the financial, compassionate or other pertinent circumstances of applicants. The School also makes Hardship awards in certain circumstances – see further below.

Bursary awards are entirely subject to the Governors' discretion. Repeat testing of parental means will take place biennially, during the Spring Term, after an award has been made, and bursaries may be varied upwards or downwards, depending on parental circumstances. These reviews will take place in Spring Term 2022

Requests for financial support usually fall into two categories:

- Bursary Applications. New applicants to the School at 7+, i.e. Year 3 or above where a place may be offered but parents/guardians are unable to fund the tuition fees, either in whole or in part.
- Hardship Awards. Existing pupils where a change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through an academic year. Hardship awards would therefore typically be awarded to see the pupil through to the end of the academic year from age 7 to 11 to provide parents the time to select another school.

It is therefore unlikely that a Bursary would be available for new children below Year 3 or for existing children where the hardship provision is not relevant.

Awareness Information provided by the School alerting the parents/guardians of potential pupils to the possibility of gaining means tested financial support with the payment of schools fees is included in:

- The School prospectus/ Annual information Booklet
- The School website
- The local press by means of advertisements

2. The Initial Application Process

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Before considering a child for a Bursary, they must already be registered to enter the school (having paid the non-refundable registration fee) and there must be a place available. Bursaries will normally be made available to parents/guardians of children registered to enter the School at 7+, (See the School's Admissions Policy). They are awarded at the discretion of the Governors' on the recommendation of the Head and Bursar

- Step One - Parents/guardians asking for a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, may be found at Appendix A and must be accompanied by full documentary evidence. This form may be completed by hand or electronically using the Word document which can be found on our website under Admissions. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar no later than the last day of October in any year for bursaries to start the following September. Late applications may be considered but depend on the availability of grants and parents/guardians are advised that availability is very likely to be limited. Before an application can be accepted, the family is expected to have visited the School by participating in a tour or by attending a Prospective Parents' Open Morning – a place on these can be booked via the Registrar- and had a personal meeting with the Head.
- Step Two – November - All applications are assessed by a third party Bursary Assessment Company in order to establish the likely level of support which will be required in order to allow the child to attend the School. This may also include a home visit. Following the assessment the Bursary Company prepares a recommendation.
- Step Three – By the end of December – The Head and Bursar agree levels of support within the criteria agreed by Governors. Letters will be sent to the applicants indicating whether or not they have been awarded a Bursary. Those who are unsuccessful then have the option to carry on with a place that they will fund in full via fees, or to withdraw at that stage.
- Step Four – If a place at the School is offered and a bursary awarded, parents/guardians are then required to sign a letter accepting the place and an acknowledgement agreeing to any conditions relating to the bursary, which will include the stipulation that any fees due from parents must be paid by Direct Debit. All bursary places should be acknowledged and accepted/declined by mid-February to allow for any unaccepted funds to be redistributed to other applicants. Parents will also be asked at this stage to declare if they remain on the waiting list for any places at other schools/other awards elsewhere.

3. The Case for Assistance

The level of the bursary required is not influenced by the ability of the child but by the extent of financial need. Each case is assessed on its own merits. The Trustees have a duty to ensure that the School's charitable monies are allocated appropriately.

The Head and Bursar will consider a number of factors when making the judgment as to the justification for support, and the extent of such support.

- Suitability – While Greenfield School is non-selective, in assessing a child's suitability, attention will be given to the children felt most likely to make the most of the opportunities offered by Greenfield. While this is, of necessity, a subjective decision, Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound progress following admission and benefit from participation in

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the wider, extra-curricular activities on offer at the School. Previous school reports will be consulted for evidence of good behaviour and a written reference will be requested. A contribution to the extra-curricular programme will be expected. A Greenfield education is about developing a rounded individual at the end of their schooling at Greenfield.

- Families – Awards of financial assistance to one child do not necessarily guarantee awards to siblings already in the School or subsequently admitted to the School.
- Financial Limitations - Each case is a financial partnership between the School and a family and 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 dependants, or the requirements of his/her 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.
 - In cases of separation, the contribution made by the absent parent.
 - Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
 - Where fees are already being paid to Greenfield's and/or by exception to other schools.
- 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, luxury or superfluous cars.
 - Investment in significant home improvements.
 - A second property/land holdings.
 - Higher than average non-contractual pension contributions
- 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 the social needs of the child are relevant (e.g., may be suffering from bullying at their present school).
 - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
 - Where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating.
 - Priority will always be given to an applicant who can walk to school or lives within the School's normal catchment area

4. Hardship Awards for existing Pupils - Change in Family Circumstances

Leavers' Parents are asked each year to consider making a donation to the Hardship Fund – perhaps their initial deposit which is returned to them when their child leaves school. This fund enables the

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School to support cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award.

The School is sympathetic to changes in family circumstances arising from illness or bereavement but any application submitted for these reasons is means-tested in the same way as any other award.

Parents/guardians with a child at the School whose financial circumstances suddenly change may apply to the Bursar for a Hardship Award, explaining their situation and using the forms at Appendix A. Such awards are subject to the availability of funding and all the conditions mentioned in this document and cannot be guaranteed. Applications may be made at any time of the school year and Hardship awards will generally be granted to see the pupil to the end of the next academic year from age 7 to 11 to provide parents the time to select another school or to get their finances on a more secure footing.

5. Additional Benefits

On successful application of a 100% Bursary, a child will receive a £550 voucher towards the cost of uniform at our named school uniform supplier. If a successful Bursary application is for a reduced percentage, the amount of the voucher will be applied pro rata.

6. Confidentiality

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

Reviewed: June 2020

Next Review: June 2022