



Wychwood School

**Means-Tested Bursaries**  
**Author PDG**  
**Inception November 2020**  
**Date of next Review November 2021**

**General**

The Directors of Wychwood School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a bursary and this may be awarded in the form of a discount on fees payable within an academic year, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursary awards are subject to repeat testing of parental means at the start of each year and may be varied from time to time depending on parental circumstances. Awards are made on the basis of a family's financial circumstances. Awards may be varied upwards or downwards depending on individual parents/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 pertinent considerations.

Requests for financial support are to be made to Wychwood School (WS Team) directly and will usually fall into two categories:

- New applicants to the school, where a place has been offered but parents/guardians are unable to fund the tuition fees.
- 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parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

**New Applicants to the School**

**Awareness**

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

- The School prospectus.
- The School website.

**The Application Process.**

Bursaries may be made available to parents/guardians of children entering any year group of Wychwood School, but particularly Year 7. (See the School's Admission's Policy). They are awarded at the discretion of the Directors of the Charity and the School (the "Bursary Committee"). The Head in association with the Finance team ("WS Team") are responsible for the management and coordination of the process.

- Step One: Parents/guardians seeking 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, is attached and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the School no later than **8<sup>th</sup> November 2020** for bursaries to start the following **September 2021**.

- Step Two: All applications are assessed 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 WS Team visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- Step Three: The WS Team prepares a recommendation which is submitted to the Head and the Bursary Committee.
- Step Four: No later than 8<sup>th</sup> December 2020 prior to entry the parents/guardians are advised whether their child is to be offered a place at the School. Confirmation as to whether a Bursary has been awarded will be advised at the same time.
- Step Five: Parents/guardians are then required to sign an acceptance form accepting the place at the school and a letter stating that they have read this policy and accept the terms and conditions relating to the Bursary.

### **The Case for Assistance.**

The Bursary Committee will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the school is the first consideration in granting support.

- Suitability: In assessing a child's suitability, attention will be given to the entrance test result of each applicant, but potential will also be considered as well as actual achievements especially where they relate to the possible Bursary being sort. Bursary funds are limited and the Bursary Committee (which includes the Head) will consider which applicants are 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 academic progress following admission and possess the potential to develop the quality of her work, and benefit from participation in the wider, extra-curricular activities on offer at the School. In normal circumstances, each applicant should meet the School's normal academic requirements. Previous school reports will be consulted.
- 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 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 the context of 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 focussed 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.
  - 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 being paid to other schools (or universities) the School's grant will take into account all these outgoings.
  - 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.
    - Brand new or luxury cars.

- Investment in significant home improvements (other than for the purpose of creating letting income).
- A second property/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.
  - Where the social needs of the child are relevant (e.g.: may be suffering from bullying at their present school, death of a parent).
  - 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.

### **Existing Pupils - Change in Family Circumstances**

Within overall budget funding, the School will in normal circumstances set aside each year a Discretionary Fund, for 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. This sum will be set within budgetary constraints and priority will be given to those pupils who are at a key stage in the GCSE/A'Level programme. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a Bursary to the Head, explaining their situation. They will then need to complete the application form as in Step One, above. Any award will be subject to the availability of funding and cannot be guaranteed.

### **Annual Review**

All major Bursary awards are subject to repeat testing of parental means. If the form is not received within the specified time frame then the parent will forfeit the subsequent year's bursary. Furthermore the Head has the discretion to recommend to the Governors 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.

### **Confidentiality**

The School respects the confidentiality of Bursary awards made to families and recipients are expected to do likewise. Failure to comply with this might result in the removal of the Bursary award.

### **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. Wychwood 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 Bursar  
 Wychwood School  
 74 Banbury Road  
 Oxford OX2 6JR

Email: [bursar@wychwoodschoo.org](mailto:bursar@wychwoodschoo.org)

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)