



THE KING'S SCHOOL  
CHESTER

---

## Bursary Policy

---

Policy Owner	Headmaster
Last reviewed by-date	Headmaster – November 2019
Last approved by-date	F&GP Committee – February 2020
Next policy review by owner <i>(annual)</i>	May 2021
Next policy approval by governors <i>(annual)</i>	F&GP Committee – June 2021
Circulation	School Website
Linked Policies	Admissions Policy
ISI Regulatory Requirements	<b>Part 6</b> Paragraph 32 – Provision of Information

## Contents

Background.....	3
Eligible Pupils.....	3
Means Testing Criteria (Y7 & Y12 candidates) .....	4
Bursary Offer Principles .....	5
Timeline for Year 7 bursary candidates September 2021 entry.....	5
Timeline for Year 12 bursary candidates September 2021 entry.....	6
Bursary Decisions .....	6
Bursary Terms and Conditions .....	6
Confidentiality .....	7

## BURSARY POLICY

### Background

1. The King's School Chester is committed to providing financial support for academically talented children from low income backgrounds through means-tested bursaries. The school does not make financial awards solely on the basis of academic, musical or sporting merit; instead we seek to direct our bursary funds to those families most in need, to allow their child to fulfil his or her academic potential.
2. Bursaries range in value from 5% to 100% of the full fee, depending on the family's financial circumstances. The awards are allocated to pupils entering into Removes (Year 7) and Lower Sixth (Year 12) each year, and the awards are generally made to families whose gross income from all household income and savings is less than £50,000 per annum. We follow a rigorous process to identify which families should be awarded bursaries and at what level, which includes the use of a specialist firm to conduct a full financial assessment.

### Eligible pupils

3. The school's means-tested bursaries are generally only available for external candidates joining our Senior School in Removes (Year 7) and Year 12 (Lower Sixth).
4. An application for a Junior School pupil will only be accepted in exceptional circumstances where the family has undergone a significant and permanent change in financial circumstances beyond their control. In such cases temporary financial support is likely to be put in place rather than a bursary.
5. A bursary application will only be successful if both of these two criteria are met:
  - a. The child is of high academic ability, as demonstrated by their performance in the entrance examination (to join Removes) or their GCSE grades (to join Year 12) and;
  - b. It is proven through our means-testing process that the family is in financial need.
6. Applications for a bursary made from overseas are welcome, however the applicant and their family/guardians are required to be resident in the UK by the time of scheduled home visits in the December before September entry.

### The means-testing criteria: Year 7 and Year 12 candidates

7. Bursaries are means-tested and parents whose gross income from all sources exceeds £50,000 per year are unlikely to qualify for an award. Full or partial bursaries may be offered according to the family's financial circumstances. We must emphasise that demand greatly exceeds supply and we cannot meet all requests for bursary support, even if the eligibility criteria have been fulfilled.

8. Bursary application forms are available on our website and must be completed and returned to us by the date specified (see timeline below). Please note it is the applicants' responsibility to supply all of the supporting evidence required by the bursary application deadline and that failure to do so may result in the application being unsuccessful. The school will not contact you for documentation that you do not include. Action will be taken to verify the financial circumstances of those applicants who appear to meet the eligibility criteria.
9. An independent, specialist company will conduct a home visit and interview to assess the circumstances of any bursary candidate to whom we are considering making an offer. For Removes (Year 7) entrants, this will take place in January before the entrance examination. For Lower 6<sup>th</sup> (Year 12) candidates the visit will take place in early December. During the home visit families will be asked to provide relevant financial records and respond to questions about their financial history, current situation, lifestyle and ongoing commitments. A confidential report will be sent to the school for assessment.

#### **Bursary offer principles**

10. The % bursary award is determined by the extent of financial need, rather than according to the child's level of academic ability. Each bursary application is assessed on its own merits and awards are made accordingly, subject to the funds available each year. Our overriding principle is to support families who are doing everything within their means to contribute to school fees, however small. The school has a duty to its donors and other supporters to ensure that all bursaries are focussed on those in greatest need who can most benefit. We will consider a number of factors in determining the level of financial support we can offer, including:
  - Current earnings;
  - The ability to improve the financial position or earning power of the family. For example, where there are two parents, both would be expected to work unless one is prevented from doing so through incapacity or the need to care for dependents;
  - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would surplus equity values in properties;
  - In cases of separation, the contribution made by the absent parent;
  - Contribution by others to household costs, for example by extended family members, any adults unrelated to the child or by outside sources;
  - Payment of fees to other schools.

11. The aim of the school's bursary scheme is to enable children to attend the school who due to their family's financial situation would otherwise be prevented from doing so. In order to ensure that we are adhering to the principle of supporting families who are doing everything they can to contribute to school fees, the school considers that the following would not be consistent with the receipt of a bursary:

- Significant savings or a trust fund.
- Second property or land holdings.
- Frequent or expensive holidays.
- Expensive or luxury cars.
- Investment in significant home improvements.
- Any other exceptional expenditure.

**Timeline for Year 7 bursary candidates September 2021 entry**

<b>Date</b>	<b>Activity</b>
Monday 30 November 2020	Closing date for submission of school application form and bursary application form
from Monday 4 January 2021	Home visit appointments will be arranged for those families who may be considered for a bursary following initial screening of bursary forms
Early February 2021	Parents advised by telephone if bursary being considered pending exam
Friday 5 February 2021	Entrance exam day for all candidates for Year 7 entry in September 2020
Thursday 11 February 2021	Confirmation of offers of places and bursary offers posted to parents
<b>Monday 1 March 2021</b>	Last date for acceptances to be received by school to secure the place

**Timeline for Year 12 bursary candidates September 2021 entry**

<b>Date</b>	<b>Activity</b>
Monday 30 November 2020	Closing date for submission of school application form and bursary application form
From Wednesday 2 December 2020	Interviews with the Head of Sixth Form
Monday 9 December 2019	Home visits to potential recipients of a bursary award will take place
Friday 18 December 2020	Confirmation of offers of places and bursary offers posted to parents
<b>Tuesday 18 January 2021</b>	Last date for acceptances to be received by school to secure a place

**Bursary decisions**

12. Where demand for bursaries exceeds the supply of funds available in any one year, bursaries will be allocated and offered on the basis of the relative performance/rank of each applicant in the entrance exam. This means that if an applicant is ranked lower than other applicants in the entrance exam, there may not be sufficient funds available to offer them a bursary.
13. Applicants who have not been awarded a bursary may still be offered a full fee-paying place if they have achieved the minimum academic criteria.
14. The school's decision on bursary offers is final. There is no appeal procedure as decisions are based on a rigorous means-testing process (where it is the responsibility of applicants to provide true and accurate information) and the rank position of applicants in the entrance exam.

**Bursary terms and conditions**

15. When accepting a bursary award, parents are bound by the Terms and Conditions for a Bursary Award which will be sent out with the bursary offer. Bursary awards may be withdrawn or reduced if there is any breach of these terms and conditions or if, in the opinion of the Head and after appropriate consultation and support, the child's progress, attendance, attitude or behaviour no longer merits the continuation of the award.
16. All bursary awards are subject to an annual review to ensure that our funds are being awarded to those families in greatest need. Each spring, parents of bursary holders will be asked to complete a means-testing form to reflect their financial circumstances and may receive a home visit by an independent company to verify all the information provided. This review process may lead to the bursary % being amended from the following September to reflect the family's circumstances and their ability to pay.

17. The school reserves the right to review a bursary award at any time, for example if information comes to light indicating that a family does not meet our bursary criteria. In this situation the school may seek to recover any bursary funds awarded.

**Confidentiality**

18. The school respects the confidentiality of individuals and families in their applications for and any receipt of a bursary award. Applicants and recipients are expected to do likewise.