

## St George's School Windsor Castle

### Bursary & Financial Assistance Policy



St George's School does not have a designated Bursary fund and therefore financial assistance is subject to availability of funds.

St George's School is however keen to make its education available to as wide a range of families as possible and to that end will consider applications for financial support from prospective and current parents.

Support will be considered for pupils falling into one or more of the following categories:

- **Accessibility (Y5 upwards):** means tested support for new and existing pupils in Year 5 upwards for whom independent school fees would otherwise not be affordable.
- **Hardship awards:** For current pupils whose family experience a change in circumstances. Support will be means tested and will generally be short term, taking into account the age of the pupils and standard transition points
- **Scholarships:** Scholarships will be available to a limited number of pupils recognising excellence in a specific field. Scholarships will have a maximum value of a 10% reduction to day or boarding fees.

Two music scholarships are available to pupils entering Year 5. Applicants may be current pupils or pupils new to the school. Applicants for these scholarships should contact the Director of Music in the first instance.

### ***Process***

Pupils wishing to apply for Scholarships should contact the Head Master, or Director of Music in the case of Y5 music scholarships.

Parents who wish to apply for bursarial financial support should contact the Business Director. Applications should be submitted on or before the first day of the Lent term preceding the academic year when support would apply. In some cases, particularly where there has been a change of circumstances, this may not be practical and families are encouraged to discuss applications with us at the earliest opportunity.

All applicants are asked to complete a Confidential Statement of Financial Circumstances form ("the form"). The form is confidential and requires full information about the family's financial circumstances, with supporting documentation.

St George's School work with an independent company, Bursary Administration Ltd (BAL), to review and assess bursary applications. After receipt of the completed

form, BAL will arrange a home visit to talk through the form and discuss the application. These visits are undertaken at the applicant's home in a sensitive manner and all information is treated in the strictest confidence.

The application and the BAL feedback is considered at the Lent term meeting of the Governors' Finance and General Purposes Committee where a decision will be made about the value of the bursary that may be awarded. Families will be informed of the decision in writing shortly thereafter.

### ***Prospective pupils***

Parents must make any desire or need to apply for financial assistance known to the School *before* accepting any offer of a place at the school.

Financial assistance applications will generally not be considered after the acceptance of a place at St George's School unless the application is triggered by a sudden, unforeseen change in family circumstances.

### ***Existing Pupils – Change in Family circumstances***

Parents with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Business Director explaining their situation and requesting assistance. Such awards are subject to the availability of funding and cannot be guaranteed.

Within overall budget funding the School will in normal circumstances endeavour to set aside funds each year 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.

### **Evaluating applications for financial assistance**

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

#### *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 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.
- 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.
- the School considers that the following would not be consistent with the receipt of a bursary:
  - frequent or expensive holidays;
  - new or luxury cars;
  - investment in significant home improvements;
  - 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 the social needs of the child are relevant
- where a parent is unable to secure permanent employment due to poor health.

#### **Annual Review**

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances.

Current bursary holders will be issued with repeat means-testing forms at the beginning of January each year for return by the end of the month.

The School may reduce or withdraw an award not only where there has been a change in financial circumstance for the family but also where pupils' progress, attitude or behaviour has been unsatisfactory or where the parents have failed to

support the school, for example by the late payment of any contribution they are making to the fees.

### ***Other assistance***

Parents are encouraged to apply for financial support from a third party 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 Educational Trusts Forum  
6 Lovat Lane  
London  
EC3R 8DT  
Website : <http://www.educational-grants.org/>

The Choir Schools Association  
<http://www.choirschools.org.uk/help-with-fees/>

### **IAPS**

Enquiries should be made to the Bursary Secretary Mr Charles Abram at the following email address: [cncabram@gmail.com](mailto:cncabram@gmail.com).  
<https://iaps.uk/about/our-charities/>

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