

School Bursary Policy and Guidance Notes

Criteria for qualification

1. Awards are made only in cases of financial hardship for existing pupils, where changed circumstances would put the pupil's further education at the school in jeopardy.
2. Applications must be on the School Bursary Application Form and submitted by the school, carrying the school's recommendation. No applications will be accepted that are not submitted by the school concerned.
3. Awards are not restricted to "bright" pupils.
4. The Trustees will consider both the income and assets of applicants when determining bursary awards.
5. The Trustees will agree funding until the pupil completes their current period of study, i.e. GCSE's or A Level's. However, all awards are subject to annual review.
6. Pupils continuing onto A Level's will normally continue to receive a bursary, however a new School Bursary Application form should be submitted by the school.
7. The school must inform the Secretary as soon as is practically possible if a pupil has left the school or is not continuing on to sixth form.
8. If a pupil is to repeat a year, then the Trust must be informed as soon as possible.
9. The maximum per annum for a school is around £6,000 and the maximum per pupil £2,500. However, in certain circumstances the trustees may consider a higher level of bursary for an individual pupil or per school. The average bursary awarded is £1,950.
10. It is a school decision as to how many bursaries and how much per pupil is requested.
11. Once agreed, the amount of the bursary remains unchanged unless an annual review requests otherwise.
12. The Trustees expect that the school will make a contribution towards the school fees.
13. The Trustees require that parents are informed of the source of any support provided and, unless there are exceptional circumstances, prefer that the pupil should be aware also.

Application Forms

1. All applications must be completed on the Trust's bursary application form which can be found on the Trust's website or from the Secretary.
2. Applications must be completed and signed by the school.
3. Applications are accepted only for commencement of bursaries with effect from the beginning of the following school year. No applications are accepted mid-year.
4. When completing the application form, please note that the "Year Group" is that which will apply when the bursary begins, i.e. the following September.
5. Payments are made termly by cheque to the school.

Reviews

1. The Trustees require a review for each pupil supported during the year. The review form is available for download or by request from the Secretary.
2. Pupil's comments may be typed in to allow for electronic submission if preferred.

3. The review should include an update/confirmation of the parents' financial circumstances.
4. The figures at the bottom of the form relate to the year under review.
5. All reviews must be submitted to the Secretary of the Trustees by 30 June each year. For pupils who will be leaving the school at the end of the Summer term it is recommended that reviews should be completed before they commence any study leave to ensure that pupil comments can be obtained.
6. Failure to submit timely review forms may lead to a delay in payment of bursaries.

Timescales

Deadline for applications	30 th June
Return of review forms	30 th June
Replies to applications	mid July
Payments made	beginning of each term