



### PURPOSE OF THE BURSARY SCHEME

The governors of Micklefield 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 bursaries may be awarded in the form of a discount of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Awards are made on the basis of 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.

Micklefield School is committed to equal treatment for all pupils and parents. As a result, applications are welcomed from all parts of the community irrespective of gender, race, ethnicity, religion, sexual orientation, age, disability or social background.

### TYPES OF BURSARY

Requests for financial support usually fall into two categories:

#### Entrance Bursary

New applicants to the school where a place has been offered but parents/guardians are unable to fund the tuition fees. Bursaries are normally only awarded to applicants entering the school in school years 3 - 6, although depending on the funds available, they may be awarded to children entering the school at other ages.

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 school fees is included in:

- The school prospectus
- The school website
- The local press by means of advertisement

#### Hardship Bursary

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parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education. Usually **given to those families who are in severe financial difficulties, either due to a death in the family or redundancy, but is usually a change in circumstances that are beyond the control of both parents.**

## NUMBER OF BURSARIES

There is no set number of bursary awards that may be made each year. The limit will be determined by the funds available.

Within overall budget funding, the school will in normal circumstances set aside each year a hardship 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.

## ELIGIBILITY FOR A BURSARY

Bursaries are awarded at the discretion of the Headmaster, Bursar and the Awards Committee. They 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.

### Entrance Bursaries

For new applicants, the school will follow the normal assessment procedure for entry to Micklefield School and the bursary process will only begin once a place has been offered to the child. Bursary funds are limited and any family with a gross income of more than £55,000 (higher if more than one child attends) are unlikely to be offered a bursary. 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 Headmaster, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work and benefit from participation in the wider, extra-curricular activities on offer at the school.

### Hardship Bursaries

Parents/guardians with a child at the school whose financial circumstances suddenly and significantly change may apply for a bursary to the Bursar, explaining their situation. Such awards are subject to the availability of funding and cannot be guaranteed.

## FINANCIAL INFORMATION

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 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 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 together with the terms of any financial settlement/agreement between the parents
- 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:
  - i) frequent or expensive holidays;
  - ii) new or luxury cars;
  - iii) investment in significant home improvements;
  - iv) a second property/land holdings.

### Other factors

It is recognised that, in addition to 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).
- 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

## APPLICATION PROCESS

### Step 1

Parents/guardians seeking a bursary are required to complete a means testing form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, is available from the Bursar and must be accompanied by full documentary evidence.

For Entrance Bursaries, the completed forms, together with the necessary documentary evidence, are to be submitted to the bursar no later than the end of February of the year in which the bursary is due to start in the September.

Applications for Hardship Bursaries may be made at any time.

### Step 2

The bursar assesses all applications 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 involve the bursar, or his representative, visiting the parents'/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

### Step 3

The bursar prepares a recommendation which is considered with the Headmaster and a joint recommendation is then reached.

### Step 4

The joint recommendation is presented to the *Awards Committee* for approval.

### Step 5

The parents/guardians are advised whether their child is to be offered a bursary no later than one month after the application for a bursary was submitted, unless the application is made just before a school holiday.

### Step 6

Parents/guardians are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.

## ANNUAL REVIEW

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

**Entrance bursary holders** will be issued with repeat means-testing forms at the beginning of February each year for return by the end of the month. For those previously in receipt of bursaries, the Headmaster and bursar, in making their joint recommendation to the *Awards Committee*, have the discretion to recommend to the governors the reduction or withdrawal of an award with immediate effect 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.

**Hardship Bursaries** will normally be made from the start of the term following receipt of the bursary application, for either a term or for the remainder of the academic year, depending on the circumstances. The bursary will then usually be reviewed each term but is unlikely to continue indefinitely.

## CONFIDENTIALITY

The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. Please see the Privacy Notice on the school website.

## 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. Micklefield School (Reigate) Limited 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: [bursar@micklefieldschool.co.uk](mailto:bursar@micklefieldschool.co.uk)

Mr R M Ardé  
Headmaster

Mr T Khan  
Bursar

Mrs F Gent  
Chair of Finance & General Purposes Committee

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