

## Information for Parents

### Bursary Scheme

#### 1. Purpose of the Bursary Scheme

- 1.1 Bursary applications are welcomed by the School and Governors from families who could not otherwise afford to send their child to Hereford Cathedral School.
- 1.2 The Bursary Fund was established by the Governors to provide assistance to pupils at or entering HCS whose parents could not otherwise afford the full tuition fees.
- 1.3 Support can be given to cover up to 100% of fees.
- 1.4 In allocating funds, the needs of those already in the School will be balanced against those needing a bursary in order to enter. All awards are made at the absolute discretion of the Governors and their decision will be final.

#### 2. Types of Bursary

- 2.1 There are two types of Bursary award:
  - a. Entrance Bursaries are awarded from School funds primarily to pupils entering the School at age 11, 13 & 16 although depending on the availability of funds, Entrance Bursaries may be awarded to pupils entering the School at other ages.
  - b. Hardship Bursaries are normally awarded to pupils who have been at the School for at least 12 months (although exceptions may be made in the event of extraordinary circumstances). These are generally short term awards to allow parents time to resolve their financial difficulties.

#### 3. Number of Awards

- 3.1 There is no set number of Bursary awards that may be made: the effective limit will be determined by the funds available.
- 3.2 While the Governors will treat every application sympathetically, lack of funds may mean that they are unable to offer assistance in all cases, even though applicants may qualify in all other respects.

#### 4. Eligibility for Awards

- 4.1 Bursaries are awarded strictly in case of financial need. They are rigorously means tested and they are reviewed each year to consider the continuing financial need of parents and the satisfactory overall performance, at the School, of the recipient.
- 4.2 Eligibility for assistance is based on what is known as parents'/guardians' 'relevant income'. Very broadly, this is calculated by reference to parents'/guardians' total

taxable income and capital assets, from which various deductions are then made in respect of, for example, other dependents and income tax and national insurance contributions payable. It is expected that both parents/guardians are in full employment. Consideration may be given to exceptional cases. However, the Governors have decided that in all but the most extraordinary circumstances assistance is unlikely to be granted where net assets (house less mortgage plus savings) are greater than the cost of an average family house in Hereford.

- 4.3 The assessment will be based on the family unit in which the pupil lives and consideration should be given to any financial contributions from adults within or outside that family unit.
- 4.4 The school does not consider the following to be consistent with the award of a bursary:
- New or luxury cars
  - Expensive or frequent holidays
  - Significant investment in home improvements
  - A second property
- 4.5 If siblings of the applicant attend fee paying schools, full details of fees and any bursary award received must be included on the application form. If the other school will not provide any financial support it is likely that this will have a negative effect on the success or level of the bursary assessment.
- 4.6 In some cases there may be a home visit by the Bursar and/or Headmaster or an interview with the Bursar to assess a bursary application.

## **5. Applications**

- 5.1 Applications should be made on an application form which requires details of income and expenditure for the last complete Financial Year. The form must be completed fully, advise and help available if necessary from the Bursary. **If the form is not fully completed there will be delays in the review of the form.**
- 5.2 Application forms in respect of Entrance Bursaries will normally be sent out by the Admissions Officer to all parents who have indicated before their child takes the Entrance Examination that they will be seeking financial assistance. Application forms must be returned by the date specified which will be before the assessment date.
- 5.3 If the initial assessment indicates that an award may be possible then the application will be forwarded to Bursary Administration Limited. A representative of BAL will conduct a home visit and complete a confirmatory financial assessment. A final offer of an Entrance Bursary will not be made until the school has received the BAL report. The offer of a Bursary, and the provisional amount of the award will then usually be notified at the same time that the offer of a place at the School is made.
- 5.4 Applications for Hardship Bursaries may be made at any time. The School would expect provision to be made for unexpected changes in circumstances and it should not be assumed that help will automatically be provided if there is a change to a family's financial circumstances. Applications for these awards will normally be processed and acknowledged within ten working days of receipt. The notification of

the final award might take longer than this, however, and there may also be delays during school holidays.

## **6. External Sources of Funding**

- 6.1 The school will attempt to support Bursary applications by requesting financial assistance from other grant making charities and organisations. By applying for bursary support you agree to assist the school in any third party grant applications.
- 6.2 The Admissions Office and Bursary will assist the Development Office's search for appropriate third part funders, such as trade guilds or educational charities. Applicants are therefore asked to provide as much background information about their working careers- including their (or their parent's) profession or trade, past or present; family circumstances; religious background and organisational affiliations (eg Freemasons or trade associations) as possible in order to assist the search for funds.

## **7. Period Covered by Awards**

- 7.1 Entrance Bursaries will be awarded from the start of the Academic Year that the recipient joins the School. Awards are then reviewed annually and parents/guardians are required to complete a new Application Form in April/May each year in respect of the following Academic Year.
- 7.2 Once awarded, and subject to the parents/guardians remaining eligible for financial assistance and to a pupil's overall performance remaining satisfactory, a bursary will normally be retained for the duration of a pupil's time at the School.
- 7.3 Hardship Bursaries will normally be made from the start of the term following receipt of the application for either a term or for the remainder of the Academic Year, according to circumstances. Awards are then usually reviewed termly, but are unlikely to continue indefinitely.

## **8. Unsatisfactory Performance**

- 8.1 In the event of a pupil's academic performance, behaviour or contribution to the School being considered unsatisfactory by the Headmaster, either at the time an initial award is made, or at any time subsequently, parents will be informed that the award is under review and may be withdrawn.
- 8.2 If an award is reviewed and, in the opinion of the Headmaster, a pupil's performance, behaviour or contribution to the School does not improve sufficiently, the award will be withdrawn.

## **9. Change of Circumstances**

- 9.1 In cases of unexpected changes, e.g. if income falls because a parent is made redundant, an assessment may be revised during the course of an Academic Year based on the anticipated income and expenditure for the current Financial Year (rather than on the actual income and expenditure for the last completed Financial Year). If parents/guardians wish to be assessed on this basis, a full explanation must be given in writing.

9.2 If income is unexpectedly higher than forecast the parents are expected to declare this. Failure to do so may adversely affect the bursary renewal and in certain circumstances may lead to the School requiring a refund.

**10. Divorced / Separated Parents**

10.1 In cases where parents are divorced or separated, the Bursary will be assessed on the basis of the relevant income of the family. This assessment will take into account the income and assets of a new partner. Actual maintenance received, either voluntary or as a result of a Court Order is included in parental income. Cases where a specific order has been made for the payment of school fees will be treated according to their particular circumstances.