



**DANES HILL SCHOOL**  
STRONG & SAGACIOUS

## **BURSARY AND FINANCIAL ASSISTANCE POLICY**

<b>Author/Reviewer responsible:</b>	Director of Finance & Operations	<b>Date of Review:</b>	September 2022
<b>Reviewed by:</b>		<b>Date of Authorisation:</b>	
		<b>Date of next Review:</b>	September 2024

<b>CONTENTS</b>	
1.	<b>Danes Hill School Bursary/Financial Assistance Policy</b>
2.	<b>Means Tested Application Process</b>
3.	<b>How awards are calculated?</b>
4.	<b>Parental Considerations for Financial Support</b>
5.	<b>Confidentiality</b>
6.	<b>Appeals Process</b>

## **Danes Hill School Bursary/Financial Assistance Policy**

The Governors of Danes Hill School are committed to broadening access to the school by offering to eligible parents/guardians financial assistance with the payment of schools fees. The school offers three ways in which a pupil can gain access to financial assistance.

- Through a scholarship within one of the agreed areas. This is based on outstanding ability and is not means tested. Further assistance can be awarded through the means tested route.
- Through new pupils who have been offered a place at Danes Hill but are unable to fund the full cost of school fees. This is means tested.
- Through current parents who are unable to fund the school fees. This is means tested.

### **Means Tested Application Process**

Applicants applying through the means tested route will need to complete the Bursary Application Form and return it to the school. The Financial Controller will review the application and if it meets the criteria outlined in this document, will forward it onto Bursary Administration Limited, who will carry out a home visit on the schools behalf. Times for this are agreed between the applicant and Bursary Administration Limited. They will review the financial documents and prepare a report for the school.

The Governors and Head then make a decision based on this report and any other relevant non-financial information.

### **How awards are calculated?**

In accordance with the I.S.B.A. (Independent Schools' Bursars Association), an award is calculated by taking into account an individual's net income after costs are deducted. Net assets are also considered when making any award. This way alternative funding such as savings accounts and property can be taken into account when calculating any possible award.

The awards will be time limited and reviewed annually. As a result, they may be increased, decreased or withdrawn depending on the circumstances.

### **Parental Considerations for Financial Support**

- The bursary fund is limited and therefore some applicants may be declined on these grounds.
- The school recognises that lifestyles can be subjective so the following would not be consistent with financial support: -
  - One parent choosing not to work (with children of nursery/school age)
  - Owning an additional property
  - Frequent or expensive holidays
  - New, luxury or superfluous cars
  - Investments in home improvements
  - Employing staff i.e. Cleaners, dog walkers etc.
  - Opportunities to release significant capital from property or other assets
- The school has a duty to award any financial support fairly, therefore in cases of separation would expect both parents to apply. Any concerns over this, can be discussed with the school.

**Confidentiality**

Any application will be treated as private and confidential. This applies to both the school and the applicant. Any breach of this on the applicant's part could result in the forfeit of any financial assistance.

**Appeals Process**

An applicant is entitled to appeal a decision, in which case the file will be referred to The Chair of Governors with no names mentioned.