



## **BURSARY POLICY**

Person responsible: Bursar  
Reviewed November 2018

## **Bursary Policy**

### **General**

Ever since the Statutes of 1541 made provision for ‘poor scholars’, it has been the policy of The King’s School Canterbury to support promising and suitable pupils who have been unable to pay full fees. The Governors of the School continue to uphold this policy and are committed to broadening access by offering to eligible parents’ means-tested support with the payment of school fees. Many supporters of King’s make donations in their Wills, often as members of the School’s Legacy Club or as lifetime gifts to ensure that a King’s education is available to those who cannot afford it.

Bursary support at all levels of up to 100% of full boarding fees may be available depending on the financial, compassionate or other circumstances of applicants.

All such awards are subject to annual testing of parental means and may be varied upward or downward depending on circumstances. Awards are assessed on the basis of a completed *Statement of Financial Circumstances* which is available from the Headmaster Office or the Bursar.

### **New Entrants to the School**

#### *Awareness*

Full information (provided by the School) alerting parents to the possibility of gaining means-tested financial support with the payment of school fees is included in:

- the School website

### **Categories of financial support**

Requests for financial support usually fall into three categories:

1. Applicants to the School, who have won a Scholarship or Exhibition, but their parents/guardians are unable to afford the full fees;
2. Other applicants to the School who have not won a Scholarship or Exhibition, but whose parents/guardians are unable to afford the full fees.
3. Existing pupils where a change in parents/guardians circumstances has resulted in difficulty in meeting the full fees and may result in the child being withdrawn part way through a stage of the King’s education;

Applicants in categories 1 and 3 receive priority in the allocation of bursaries. Applicants in these two categories can therefore apply for receiving bursaries (in category 1 on top of the Scholarship or Exhibition) to a level of support which should enable the applicants to afford the fees. Up to 100% support is available for families on low incomes.

Applicants in category 2 are considered after bursaries have been allocated to categories 1 and 3. Bursaries for category 2 are allocated on an order of priority, defined below as decided by the School. The School will only be able to provide bursaries to a proportion of applicants before its bursary funds are exhausted. Applicants in category 2 should not therefore assume or rely on that their application will be granted, as resources available for applicants who have not won awards are limited.

## The Application Process

Bursaries may be made available to parents or guardians of children entering any year-group of the Senior or Junior Schools but only in exceptional circumstances would a bursary be awarded to pupils below Year 7 entry (11+). Bursaries are awarded at the discretion of the Governors, and the Headmaster and Bursar are responsible for the management and coordination of the process.

- Step One: Completion and submission of the application form. This should be done no later than **31 December** of the year preceding entry for 13+ and below, or for 16+ entry the deadline is the **31<sup>st</sup> October** of the year preceding entry.
- Step Two: Assessment of each application in order to establish the level of support required. This is likely to involve a home visit in order to ensure that the information has been correctly interpreted and the basis of the financial assessment has been fair.
- Step Three: Consideration of all applications by the Bursary committee.
- Step Four: Parents/guardians to be advised of their suitability for an award. This process will be completed by **May 10<sup>th</sup>**. All awards will be dependent upon the pupil satisfying the School's academic entrance requirements.
- Step Five: Parents/guardians are then required to sign an agreement accepting the award and the terms and conditions related to it.

## Eligibility for Awards

Once a bursary is awarded the amount is not influenced by 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 its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be subjective. The School has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors will be considered in determining the necessary level of grant. These might 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.
- contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.

Acknowledging that others might have a different view, the School considers that indications of wealth such as 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;
- valuable works of art.

It is recognised that in addition to academic ability and financial constraints there may be other circumstances which should be considered. These might include:

- the social needs of the child (e.g. the personal circumstances of the child mean that the provision of boarding will materially help them);
- where a parent is terminally ill or is unable to secure permanent employment due to poor health.

### **Suitability of Applicant**

Bursary funds are limited and priority will be given to those likely to gain most from the educational provision. The potential contribution of the candidate to the wider School community will also be taken into consideration, as will the likely impact of the award on the enhancement of the candidate's educational opportunity. References from the candidate's current school will form part of the process.

Applications for Bursaries should be addressed to:

The Bursar  
The King's School  
25 The Precincts  
Canterbury  
Kent CT1 2ES

Email: [bursar@kings-school.co.uk](mailto:bursar@kings-school.co.uk)

Telephone: 01227 595544

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

Within overall budget funding the School will, in normal circumstances, 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. This sum will be set within budgetary constraints. Parents or guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary explaining their situation and requesting assistance. Such awards are subject to the availability of funding, the suitability of the candidate and may be limited to completion of a school year or the next stage of education.

### **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 May each year for return by mid-June. For those previously in receipt of bursaries, the School may reduce or withdraw an award 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.

### **Confidentiality**

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. In certain circumstances, recipients and their families may be asked to share their stories in order to demonstrate the impact of bursary support to supporters and other stakeholders, to demonstrate the impact of bursary support. These stories will not be shared without written consent from the beneficiary and parent or guardian.

## **Other Sources of Bursary Assistance**

In addition to the School's funds, there are some 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 but due to a change of circumstances may be unable to remain. The King's School encourages parents to apply for such support where it is felt a good case can be made for assistance. Further information may be obtained from:

The Educational Trusts Forum <http://www.educational-grants.org/>

The Educational Trusts' Forum started in the early 1980s as the Joint Trusts' Liaison Committee. It changed its name in 1988. Its membership comprises registered charities that are prepared to consider grants and awards to assist families in need who cannot afford educational or boarding fees. Pupils may be at independent schools or state schools where a boarding fee is charged.

The OKS Educational and Benevolent Trust

The OKS and Foundation Office

The King's School

Canterbury

Kent CT1 2ES

Email: [oks@kings-school.co.uk](mailto:oks@kings-school.co.uk)

Website: [www.oks.org.uk](http://www.oks.org.uk)

Telephone: 01227 595567