THE
KING'S SCHOOL
CANTERBURY

# Bursary Policy

Responsible Person: Bursar

Latest Review Completed: January 2025

Approved F&GPC: March 2025

## 1. Introduction

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 families' 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.
In addition, the School Charter Awards offer bursaries of 110% for eligible pupils. Please contact The Development Office for more information.

Bursary awards are subject to an annual review of the pupil's and his or her parent's financial circumstances, with fresh information being required about the pupil's parents' circumstances for every year that their child attends the school. All such awards may be varied upward, downward, or removed entirely, depending on circumstances.

Awards may also be varied upwards or downwards for compassionate or other pertinent reasons, including but not limited to a pupil's progress, attitude, attendance or behaviour; where the parents have failed to support the school or otherwise have not acted in accordance with their obligations under the school's Terms and Conditions, for example by the late payment of any contribution they are making to the fees; or otherwise in accordance with the terms of the award or the school's Terms and Conditions.

A bursary may be withdrawn in its entirety in accordance with the terms upon which such an award is made or otherwise in accordance with the school's Terms and Conditions. A bursary may also be withdrawn in its entirety if, in the opinion of the Head, the child's attendance, progress and/or behaviour (and/or the parents' behaviour or conduct (or the behaviour or conduct of one of the parents)) no longer merit the continuation of the award.

The school reserves the right to amend the way in which awards are assessed.

Parents who wish to apply for a bursary will be asked by the School to complete a Confidential Statement of Financial Circumstances form. The form is confidential and requires full information about the family's financial circumstances, with supporting documentation.

The school uses an external organisation called the Bursary Administration Ltd (BAL), to review and assess bursary applications. Shortly after receipt of the application form the BAL will arrange an appointment with you to discuss your application.

## 2. New Entrants to the School

### Awareness

This policy is available on the school website, alerting parents to the possibility of gaining means-tested financial support with the payment of school fees.

## 3. Categories of financial support

Requests for financial support usually fall into three categories:

i. Applicants to the School, who have won a Scholarship or Exhibition, but their parents/guardians are unable to afford the full fees;

ii. Other applicants to the School who have not won a Scholarship or Exhibition, but whose parents/guardians are unable to afford the full fees.

iii. 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.

In addition, in October 2023 the School launched it's Charter Awards, with the vision to be able to support 50 full-fee bursary holders, 500 years after our first 50 scholars. Details on eligibility and funding for the Charter Awards is available from The Development Office.

## 4. 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 Head 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 **31st October** of the year preceding entry.
- Step Two: Assessment of each application in order to establish the level of support required. This will involve a meeting in order to ensure that the information has been correctly interpreted and the basis of the financial assessment has been fair. A third party may be used to complete this process.
- 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 **10th May**. 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.

## 5. Eligibility for Awards

In order to ensure that the means testing is undertaken as carefully as possible, the School has engaged a third party organisation that is experienced in undertaking means testing. 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 parents who are divorced or separated, the contribution that is being made or could be made by both parents, regardless of who the child lives with, and based on the principle that liability for the fees is joint and several. This means that the school may consider the financial circumstances of each parent separately and together, treating each parent's household separately.
- contribution to household costs by other, wider, family members, any adults unrelated to the child or by third parties/outside sources.
- Any fees which are being paid to other schools (or universities)
- the level of regular household spending (for example food, clothing etc) above average expectations, without provision of extenuating circumstances.

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;
- high value capital assets such as luxury watches, valuable works of art or other high value luxury items.

- Failure to honor school fee payments to other schools will also be considered.

  Where there are fee arrears on a child's account there is an expectation that an agreed payment plan to address the arrears will be in place before consideration is given to a bursary application.

It is recognised that in addition to academic ability and financial constraints there may be other circumstances which should be considered as part of the School's holistic judgement. 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 child has siblings at the school (though a bursary award to one child does not guarantee an award to a sibling).
- Where the social needs of the child are relevant (for example, where a child is suffering from bullying at their present school).
- Where a parent is critically or terminally ill or is unable to secure permanent employment due to poor health or incapacity.
- Where a separation has resulted or is likely to result in the child having to be withdrawn from the school, adding to the stress of coping with the parents separating, although the

school will nonetheless consider the financial circumstances of both parents in such cases.

- Where a previous school has awarded bursary support (but please note that bursary support from a previous school is no indication or guarantee that the parents would be eligible for bursary support at The King's School.

**6. 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
Telephone: 01227 595544

**7. 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 hardship award 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. If parents continue to require financial support in subsequent years, they will be required to submit repeat means-testing forms in the same way as other bursary holders.

**8. Annual Review**

All bursary awards are subject to repeat consideration of each parent's financial circumstances each year and may be varied upwards, downwards, or removed entirely, depending on the outcome of the review. Current bursary holders will be issued with repeat means-testing forms at the beginning of April each year for return by mid- April.

For those previously in receipt of bursaries, the School has the discretion to 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 or by otherwise not acting in accordance with the School's terms and Conditions, or otherwise in accordance with the terms of the award.

**9. 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.

**10. 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 Development Office
The King's School Canterbury
Kent CT1 2ES
Email: oks@kings-school.co.uk
Website: www.oks.org.uk
Telephone: 01227 595567

**Appendix A – Bursary Conditions of Award**

**The King's School, Canterbury**
**Scholarship, Exhibition or Bursary**

Conditions of Award

1. **Grant of the Award:** An Award is granted at the sole discretion of the School.

2. **Obligations of the pupil:** A pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. The pupil must adhere to the School's required standards of conduct, attendance and progress. These are the *Purposes of the Award.*

3. **Obligations of the Parent/s:** The parents are required to:
3.1 support and encourage the pupil to achieve the Purposes of the Award; and
3.2 3.2 treat the School and its staff reasonably and to uphold the aims and the good name of the School; and
3.3 comply with the School's Terms and Conditions.

4. **Means tested Awards:** All means tested Awards will be subject to annual review and the parents shall each year be required to complete a financial means questionnaire. After any annual review, the School reserves the right to remove or vary the value of the award with immediate effect and will confirm this in writing to the Parents.

5. **Continuation of the Award:** Continuation of the Award is dependent upon the following conditions being fulfilled:
5.1 in the case of a means-tested Award, parents satisfy the School's financial requirements each year; and/or
5.2 in respect of all Awards:
5.2.1 the financial resources allocated by the School to support the Award being sufficient to maintain the Award; and
5.2.2 it being in the financial interests of the School as a whole to maintain the Award.

6. **Confidentiality:** The value and terms and conditions of the Award shall remain confidential between the parents and the School.

7. **Termination of the Award:** The Award may be terminated on the following grounds:
7.1 **Termination on financial grounds:** The School may terminate the Award on one term's notice if, in the opinion of the School Governors acting in good faith:
7.1.1 The parents have not satisfied the School's financial requirements under paragraphs 4 and 5.1 above; or
7.1.2 The School is no longer able to continue the Award under paragraph 5.2 above. The termination will take effect from the date set out in the written notice.
7.2 **Termination on the grounds of conduct:** The School may terminate the Award by written notice sent to a parent with immediate effect if, in the opinion of the School Governors acting in good faith, one or more of the following conditions has been fulfilled:
7.2.1 A pupil has not complied with the obligations set out in paragraph 2 above and in the further opinion of the Governors there has been no significant improvement following consultation with a parent and/or the pupil and a written warning; or
7.2.2 A parent has not complied with the obligations set out in paragraph 2 above; or
7.2.3 The value and terms and conditions of the Award do not remain confidential in accordance with paragraph 6 above; or

7.2.4 The pupil is withdrawn without a term's written notice.

7.3 **Repayment of the Award:** A parent will be required to repay all or part of the benefits received under the Award if it is terminated in any of the following circumstances:

7.3.1 Under clause 7.1.1. above if a parent has knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable; or

7.3.2 Under clause 7.1.2. above, if a pupil has been found to have committed a serious breach or series of persistent minor breaches of School discipline for which the sanction would normally be expulsion or required removal, up to three terms' benefits (if received) may be repayable.

8. **Fees in lieu of notice:** For the avoidance of doubt, the benefit receivable under an Award will not apply to any term for which the School has required payment of fees in lieu of notice.

9. **Terms and Conditions:** These Conditions of Award take precedence over any of the School's Terms and Conditions which are inconsistent with them but in all other respects the Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.