

Bursary Policy

Aims

To the extent that funds permit, the governors of Eastbourne College (Incorporated) (the 'Charity') wish to ensure that the education offered by Eastbourne College and St Andrew's Prep (the 'schools') is not unreasonably restricted by parents' ability to pay. The aims of this policy are to widen public access to the schools and ensure that the education is provided to children from a broad spectrum of society and to continue the Charity's tradition of providing public benefit.

Authority and Circulation

This policy has been authorised by the governors of the Charity and contains an overview of the bursary scheme in operation at the schools. The policy, together with the ancillary documentation is made available to all parents and prospective parents upon request. The schools also provide information on the existence and accessibility of potential bursary awards on the schools' website, in the schools' welcome documentation and in the trustees' annual report.

Categories of Financial Support

Requests for financial support usually fall into three categories:

1. Applicants to the schools who have won a scholarship but the parents/fee payers are still unable to afford the fees;
2. Other applicants to the schools who have not won a scholarship but whose parents/fee payers are unable to afford the full fees;
3. Existing pupils where a change in the fee payers' circumstances has resulted in difficulty meeting the full fees and may result in the child being withdrawn from the school part way through their education.

Bursarial support does not automatically transfer from St Andrew's Prep to Eastbourne College. A new application must be made for pupils seeking support at Eastbourne College, irrespective of whether they have been receiving support at St Andrew's Prep.

Applicants in categories 1 and 3 receive priority in the allocation of bursary funds. 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. Funds available for bursaries are limited and it is therefore not possible to meet all requests for support.

Bursary Application Process

Bursaries may be made available to parents/fee payers of children entering any-year group and are awarded at the discretion of the headmaster and governors. The finance director is responsible for the management and coordination of the process.

- Step One - parents/fee payers seeking a bursary are required to complete an online application which seeks to establish the financial circumstances of the household and must be accompanied by full documentary evidence. All parties with parental responsibility are required to complete an application. If a relevant party is unwilling to participate in the application process, it is unlikely that the Charity will be able to offer any bursary support.
- Please see the deadlines below:

▪ I6 + scholarship application	31 October*
▪ I6 + standard application	30 November*
▪ I3 + scholarship application	31 January**
▪ I3 + standard application	28 February**
▪ St Andrew's scholarship application	15 January**
▪ St Andrew's standard application	28 February**

* *in the year preceding entry to the school*

** *in the year of entry to the school*

- Step Two - applications are independently assessed by the Charity's partner, Bursary Administration Ltd (BAL), which will usually involve a home visit to ensure that the information has been correctly interpreted and that the basis of the financial assessment has been fair.
- Step Three - BAL will report back to the Charity with their findings and suggest a suitable level of support based purely on the financial means of the family.
- Step Four - the recommendation is presented to a committee consisting of the finance director, the director of marketing and admissions and the relevant headmaster, who will decide on the level of support based on the strength of the application and the availability of funds.
- Step Five - the parents will be advised if their child is to be offered a bursary. All awards will be dependent upon the pupil satisfying the schools' academic entrance requirements.
- Step Six - the parents/fee payers will be required to arrange a meeting with the headmaster or finance director to sign an agreement accepting the award and undertaking to abide by the terms and conditions related to it.

The Case for Assistance

The Charity will consider a number of factors when making judgement as to the justification for support, and the extent of such support. In the main, the child's suitability is the first consideration in granting support.

- **Suitability**

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 well as the impact of the award on the enhancement of a candidate's educational opportunity. References from the candidate's current school will form part of the process.

- **Eligibility**

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 Charity'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 personal. However, the Charity has a duty to ensure that all bursary grants are based on genuine financial need and so, as well as current earnings, other factors will be considered in determining the necessary level of grant. These will include, but are not limited to:

- the ability to improve the financial position or earning power of the family. For example, where there are two parents, 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 value in houses.
- Contribution to the 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 Charity considers that indications of wealth such as, but not limited to, the following would not be consistent with the receipt of a bursary:

- frequent or expensive holidays
- new or luxury cars
- mortgages on excessively expensive properties
- investment in significant home improvements
- a second property/land holdings
- valuable works of art.

- **Other Factors**

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

- the social needs of the child (eg 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.

Bursary Reviews

Parents/fee payers in receipt of a bursary are expected to inform the school should their financial circumstances improve materially. A bursary award may be reviewed at any time during the child's time at either school. All bursaries are reviewed when a child is entering the sixth form. When a review is undertaken, an online application form will need to be completed by the date indicated with the relevant supporting documentation. Failure to do so could result in the bursary being withdrawn. Please note that the Charity may reduce or withdraw an award, not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/fee payers' conduct has fallen short of the expectations set out in the terms and conditions, for example by the late payment of any contribution they are making to the fees or the pupil not undertaking the activity of a supporting scholarship.

Confidentiality

All bursary applications and awards are treated in the strictest confidence. The Charity expects the same level of confidentiality from families and recipients of awards, particularly in relation to discussing awards with other parents. Pupils will not be made aware that they benefit from a bursary unless informed by their parents/guardians.

Other Sources of Bursary Assistance

In addition to the Charity funding bursaries, 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 but who, due to a change in circumstances may be unable to remain. Grants are often restricted to allowing a child only to complete a current key stage of education such as GCSE or A-level courses. The Charity encourages parents/fee payers 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 finance director.