



Norfolk House School

BURSARY POLICY

Section 1: Details of The Bursary Scheme

1. Introduction

- 1.1. This policy has been authorised by the Directors of Norfolk House School (“the School”).
- 1.2. This policy contains an overview of the Bursary Scheme currently in operation at the School and details of the procedure for applications and awards of bursaries. It also contains ancillary documents, including a means questionnaire to be completed by applicant parents.
- 1.3. The status of this policy is advisory only. It is addressed to parents of pupils and of prospective pupils and to all members of the teaching and administration staff. The policy, together with all ancillary documentation, is made available to all parents and prospective parents on request.
- 1.4. This policy will be reviewed on an annual basis.

2. The Bursary Scheme

- 2.1. The Bursary Scheme is designed to assist parents or prospective parents on low incomes who for financial reasons might otherwise be unable to send or continue to send their child to the School.
- 2.2. The Bursary Scheme includes both:
 - 2.2.1. Admission Bursaries for the parents of new pupils; and
 - 2.2.2. Hardship / Emergency / Rescue Bursaries for parents whose financial position worsens unexpectedly once their child is already at the School.
- 2.3. The value of bursaries awarded may be up to 50% of termly fees. In exceptional circumstances, additional assistance may be provided to help parents meet the non-fee costs of their child’s education at the School.
- 2.4. Due to the limited financial resources of the School not every eligible application for a bursary will be successful.

3. Eligibility and Procedure for Applications

- 3.1. Bursaries are entirely means-tested and are awarded to parents who satisfy financial criteria set by the School from time to time in relation to their income and the value of their capital assets and who meet the application requirements set out below in full.
- 3.2. Applicants should contact the Headmistress’ Personal Assistant in the first instance for more information in relation to the financial criteria set by the School.
- 3.3. All applicants for bursaries are required to complete a means questionnaire and provide the School with any supplemental information that is requested. It is critical that parents answer all of the questions carefully and in full.
- 3.4. The questionnaire is designed to provide a full picture of the income and capital assets of applicants so that the School’s Board of Directors can determine those to whom an offer of a bursary would be most beneficial.
- 3.5. All bursaries are subject to an annual means-test review. Nevertheless, should any of the information disclosed in response to the questionnaire become inaccurate at a later date, the School must be informed without delay. For example, should the financial position of parents with a pupil already at the School worsen unexpectedly, they should contact the Headmistress as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the School could lead to a bursary being withdrawn or withheld.
- 3.6. Applying for a bursary will not prevent parents of pupils or of prospective pupils from applying for a scholarship or other award in respect of their children.

4. Procedure for Determining Awards

- 4.1. Admission Bursary applications are considered by the Board of Directors. The Headmistress will notify applicants of the outcome of their application in writing. In respect of those who have been successful, she will specify the conditions of the award and require them to complete and sign an acceptance form.
- 4.2. Applications for Hardship / Rescue / Emergency Bursaries will be considered by the Board of Directors as soon as possible after the Headmistress has been notified by parents of a change in their financial position.
- 4.3. Further details of the steps to the award of a bursary are set out in Section 2: Procedure for the award of bursaries.



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- 4.4. Each bursary offer will reflect the particular circumstances of the recipient and be expressed as a percentage remission, up to 50% of termly fees.
 - 4.5. Admission Bursaries are awarded for one academic year and remain subject throughout that period to the conditions of award provided with the letter of offer. Hardship / Rescue / Emergency Bursaries may be awarded on a termly basis depending on the circumstances surrounding the provision of the award.
 - 4.6. All bursaries are discretionary and are subject to review by the School at any time.

5. Financial Assistance with Non-fee Costs

- 5.1. Parents awarded an Admission Bursary may at the same time also be offered additional assistance with non-fee costs associated with their child's education including, but not limited to, the costs of uniform, school lunches, school clubs and school trips.
- 5.2. In addition, parents awarded a bursary may apply for additional assistance with such costs.
- 5.3. All applications will be considered by the Board of Directors on a strictly means-tested basis and any additional assistance will be paid at its discretion. Assistance may be awarded on a termly or annual basis, or to help with a one-off cost such as a School trip.
- 5.4. All awards of additional assistance shall be subject to review by the School at any time.

6. Confidentiality

- 6.1. All bursary applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from a bursary unless informed by their parents.

7. Data Protection

- 7.1. All information provided by parents in connection with an application for a bursary will be processed in accordance with data protection law applicable from time to time. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications and the information provided will not be used for any other purpose.

Section 2: Procedure for the Award of Admission Bursaries

The steps to the award of an Admission Bursary are as follows:

1. The parents enquire about a place for their child.
2. The parents are sent a prospectus and an Application Form and the availability of bursaries is mentioned.
3. The parents complete the Application Form and return it to the School, indicating their wish to apply for a bursary.
4. The parents are sent a copy of the School's Bursary Application Form and Confidential Means Questionnaire.
5. The parents complete the forms and return them to the Headmistress' Personal Assistant.
6. The child undergoes the School's assessment procedure.
7. The child passes the assessment procedure and satisfies the School's entry requirements.
8. The Headmistress considers the offer of a place and (where applicable) a scholarship.
9. The Board of Directors considers the award of a bursary.
10. A letter offering the child a place and awarding the child a bursary is sent to the parents, together with the Conditions of Award.
11. The Parents accept the offer of a place and bursary by completing the Acceptance Form and returning it with the Acceptance Deposit.



Section 3: The Bursary Scheme: Conditions of Award

1. **Grant of the award:** An award is granted at the sole discretion of the Board of Directors of Norfolk House School (“the School”).
2. **Obligations of the Pupil:** The 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 and progress. These are the **Purposes of the Award**.
3. **Obligations of the Parents:** The Parents are required to:
 - 3.1. support and encourage the Pupil to achieve the Purposes of the Award; and
 - 3.2. treat members of the School community 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 vary the value of the award with immediate effect and will confirm the new value 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, the Parents satisfying 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 to maintain the award; and
 - 5.2.3. the Pupil complying with the obligations set out in clause 2 above. (Please also see clause 7.2.1 below.)
6. **Obligations of the Parents:** The value and terms and conditions of the award shall remain confidential to the Parents and the Pupil 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 in writing if, in the opinion of the School’s Board of Directors acting in good faith:
 - 7.1.1. the Parents have not satisfied the School’s financial requirements under clause 4 and clause 5.1; or
 - 7.1.2. the School is no longer able to continue the award under clause 5.2.1 or 5.2.2 above.

The termination shall 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 the Parents with immediate effect if, in the opinion of the School’s Board of Directors acting in good faith, one or more of the following conditions has been fulfilled:
 - 7.2.1. the Pupil has not complied with the obligations set out in clause 2 and in the further opinion of the School’s Board of Directors there has been no significant improvement following consultation with the Parents and / or the Pupil and the issue of a written warning; or
 - 7.2.2. the Parents have not complied with the obligations set out in clause 3; or
 - 7.2.3. the Parents of the Pupil do not keep the value and terms and conditions of the award confidential in accordance with clause 6; or
 - 7.2.4. the Parents withdraw the Pupil from the School without providing proper Notice.



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- 7.3. **Repayment of the award:** the Parents 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 if the Parents have 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 7.2.1 if the Pupil has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be Expulsion or Required Removal, up to three Terms' benefits (if received) may be repayable.
8. **Cancellation and Withdrawal:** For the avoidance of doubt, the benefit receivable under an award will not apply to the Parents' liability to pay the first Term's Fees if less than a Term's Written Notice of Cancellation is given, or to any Term for which the School requires payment of Fees in lieu of Notice following Withdrawal without proper Notice.
9. **Conditions of Award:** 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 School's Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.

