

## **Bursary Policy**

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Therefore, as we have opportunity, let us do good to all, especially to those who are of the household of faith.

*Galatians 6:10*

**Ampleforth College**

<b>Persons responsible for Policy</b>	<b>Head of Admissions</b> <b>Ampleforth College</b>
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## **General**

Ampleforth seeks to support students who are unable to pay the full fees. We are committed to broadening access to our school and seek, in particular, to help children who will benefit from an Ampleforth education.

Students in receipt of bursaries are expected to work conscientiously in all of their academic studies, behave well in accordance to the school rules at all times and contribute to the wider life of the school and our community in accordance with our Admissions Policy.

## **The Application Process**

Bursaries may be made available to parents or guardians of children entering Years 7, 9, or 12 at Ampleforth College, and for children entering other year groups if there are exceptional reasons. Bursaries are awarded at the discretion of the Bursary Committee comprising, in addition to the Head, the Director of Admissions, the Head of Admissions, the Registrar, the Chief Operating Officer (Chair) and an independent external member. The Finance Department is responsible for assessing financial need and the Admissions Department manages and coordinates the process. Below is a chronological description of the process.

- Parents or guardians register the child for whom the application is being made and pay the registration fee.
- Completion and submission of the application form. This should be done no later than 31 December of the year preceding entry.
- For students applying for a Sixth Form bursary and who are sitting the Sixth Form Scholarships, and for those applying for Year 9 and who are sitting Basil Hume Scholarships, the online bursary assessment form should be submitted no later than 31 October of the year preceding entry.
- All bursary applications will follow the standard application process, including seeking school reports and references.
- Assessment of each application by the Finance Department in order to establish the level of support required. An external agency may be appointed to review family circumstances, and a home visit may be made.
- Consideration of all applications by the Bursary Committee.
- Parents/guardians to be advised of the outcome of their bursary application. This process will be completed by the end of the Spring Term.

- For external students applying for a Sixth Form bursary and who have been awarded a Sixth Form Scholarship, and for external students applying for Year 9 entry and who have been awarded a Basil Hume Scholarship, this process will be completed by the end of the Autumn Term.
- All awards will be dependent upon the student satisfying the school's academic entrance requirements.
- Parents/guardians are then required to sign an agreement accepting the award and the terms and conditions related to it. Where the child is not yet a student at the school, the letter of offer including the award of a bursary and the conditions of award will be sent to the parents. In these circumstances, the parents accept the offer of a place and bursary by completing the acceptance form and returning it with the acceptance deposit.

### **Eligibility for Awards**

Each case is assessed on its own merits and awards are made accordingly, subject to the College'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 significant equity values in houses;
  - in cases of separation, the contribution made by the non-resident parent;
  - contribution to household costs by other, wider, family members, any adults unrelated to the child or by an outside source;
  - the level of fees paid previously to other independent schools.
- Acknowledging that others might have a different view, the College 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. suffering from bullying at their present school);
  - instances where a parent is terminally ill or is unable to secure permanent employment due to poor health.

Bursary funds are strictly limited and priority will be given to those who will most benefit. 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.

Any failure to honour payments to other educational institutions will also be taken into consideration.

Bursary awards will subsume any other discounts or remissions. For example, a bursary awarded will replace the sibling discount which would be awarded to a sibling not receiving a bursary. This does not change the total which may be awarded, but allows the College to better track means-tested bursaries.

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

Parents or guardians with a child at the school, and 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 and the suitability of the candidate and may be limited to completion of a school year or the current stage of education.

### **Indicative Bursaries**

Bursaries which are made more than ten months before entry can only be indicative. This is because fees, the amount of bursary funding available, and parents' exact financial circumstances at the time of entry cannot yet be known.

### **Overseas Bursaries**

The College's policy is that bursaries are generally only available to UK residents, partly related to the difficulty of assessing bursaries based on information from overseas economic and tax regimes. An exception to this policy may be made for an existing overseas student whose parents' financial circumstances suddenly change, as outlined above with regards to Existing Pupils – Change in Family Circumstances.

### **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 – only where these are significant. Current bursary holders will be issued with a request to complete repeat means-testing forms online at the beginning of October each year for return by the end of December. Awards remain subject to conditions of award provided with the letter of offer, and to ongoing compliance with expected standards of behaviour and contribution to the wider College community.

### **Arrears**

In line with the College's Parent Contract, it is the responsibility of the family to pay any fees not included in the bursary award. If this becomes difficult, even with the bursary, it is important for the family to find a solution to manage the situation, in agreement with the College. To avoid getting into unsustainable debt, if a family is in arrears, the College will not extend the bursary for future years unless a plan is agreed to pay off the debt. This may mean that a bursary recipient has to leave the College if the family cannot pay their share of the fees.

### **Confidentiality**

The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

### **Data Protection**

All information provided by parents in connection with an application for a bursary will be processed in accordance with data protection legislation currently in force. Our Privacy Policy is available to read [here](#).