

MANOR HOUSE SCHOOL BURSARY POLICY

Date of Issue: **February 2023**

Date of Review: **February 2024**

Responsibility: **Bursar**

References:

Admissions Policy

Bursary Policy

Authority and circulation

1. This policy has been authorised by the Governing Body of Manor House School ("the School"). Its status is advisory only. It is addressed to parents of pupils and of prospective pupils and to all members of the teaching and administration staff.
2. This policy contains an overview of the Bursary Scheme currently in operation at the School. The policy, together with all ancillary documentation - including a financial means questionnaire - is made available to all parents and prospective parents on request and via the School's website at <https://www.manorhouseschool.org/admissions/bursaries/>.

Aims

3. The aims of this policy are:
 - to widen pupil access to the School and ensure that a Manor House School education is provided to children from a broad spectrum of society;
 - to continue the School's long tradition of providing public benefit; and
 - to meet the Charity Commission's public benefit requirements as applicable from time to time.

Introduction

4. The School is a registered charity that is committed to providing significant public benefit. The School is aware of its obligations under the Charities Act 2011 as amended and seeks to adhere to the public benefit principles identified by the Charity Commission. This policy is reviewed annually to take into consideration the latest guidance from the Charity Commission.

5. The School has a long history of providing financial assistance to pupils and their families. While the costs of running the School require that those who can pay full fees must do so, every year the School foregoes fees through bursaries, awards and scholarships.

6. The School's Bursary Scheme includes both Admissions Bursaries for the parents of new pupils and Hardship / Emergency / Rescue Bursaries for parents whose financial position worsens unexpectedly once their child is already at the School. The 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.

7. Bursaries are entirely means tested and are awarded on an annual basis to parents who are financially eligible and who meet the application requirements set out below. Due to the limited financial resources of the School some applications may not be successful.

8. 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. Most staff will not be aware that a pupil has a bursary.

9. In some circumstances up to 100% fee remission is available, plus extras and uniform where appropriate. The School aims to offer means-based fee remission equivalent to 3% of its annual fee income.

Publicity

10. We view a socially diverse pupil population as a key component of a full and balanced education. **The availability of bursaries at the School and the corresponding annual application deadline is advertised on our website at <https://www.manorhouseschool.org/admissions/bursaries/>.**

Eligibility and Procedure

11. All parents and prospective parents of pupils at the School are eligible to apply for a bursary, and should contact the Bursar at the School in the first instance for more information, or complete the application on the School website.
12. All applicants for a Bursary, whether Admissions Bursary or a Hardship Bursary, are required to complete a means questionnaire. The questionnaire is designed to provide a full picture of the income, assets, outgoings and liabilities of applicants so that the School's Bursary Committee can determine those to whom an offer of a bursary would be most beneficial. Please note that families who may be classified as 'low income' but who have substantial assets may be ineligible to receive a bursary.
13. In order to have their application for a bursary considered by the Bursary Committee, parents/guardians must complete the questionnaire and provide the Bursar with any supplemental information that is requested. It is critical that parents/guardians answer all of the questions carefully and in full. 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. Failure to divulge to the School requested information or a change in circumstances could lead to a bursary being withdrawn or withheld.
14. The Bursar will assess all applications and may request a meeting with the parents or guardians at their home to ensure that the information declared has been correctly interpreted and, therefore, that the financial assessment has been carried out in a fair and consistent manner. The school uses an independent company, Bursary Administrations Limited, to complete its means testing and produce a report for the Bursary Committee.
15. Applying for a bursary will not prevent parent/guardians of pupils or of prospective pupils from applying for an award or scholarship in respect of their children. Please note awards and scholarships are of limited financial value.

The Bursaries

16. The deadline for Admission Bursary applications is 30 November in the year prior to entry. Any change in this date will be appropriately advertised (on the School's website, newsletters etc.)
17. Prospective pupils should follow the normal application process outlined on the School website. Applicants will be invited to have a taster day at the School during which they will be asked to sit assessment tests. Pupils who wish to enter the Prep School will be assessed informally during the day. Pupils who wish to enter the Senior School will be assessed more formally in English, Mathematics and Verbal Reasoning. There is a formal Entrance Day each January for pupils wishing to join in Year 7 the following September.

The School will also request a reference from the pupil's current school. There will usually be a short interview with the Headteacher.

18. If the pupil meets the School's academic criteria a place may be offered. At this point the bursary applications will be assessed and a bursary award may be offered. Please note that bursary funds are limited **and** therefore not every bursary applicant who meets the financial criteria will **necessarily** be offered a bursary award.

19. Admission Bursary applications are considered by the Bursary Committee during the Spring Term and applicants will be informed of the date of the meeting when their application is acknowledged. The Bursar will write within fourteen days of the meeting to notify applicants as to whether they have been successful. Successful applicants will be sent a letter of offer specifying the conditions of award and requiring them to complete and sign an acceptance form.

20. Applications for Hardship / Rescue / Emergency Bursaries may be made at any time during the year and will be considered by the Bursary Committee as soon as possible after the Bursar has been notified by parent/guardians of a change in their financial position.

21. Each Bursary offer will reflect the particular circumstances of the recipient and be expressed as a percentage of the basic tuition fees for the following year. When the Bursary Committee considers it appropriate for a contribution to be made towards the other costs of attending the School it will recommend that a Bursary in excess of the basic tuition fees is awarded. All Bursaries are awarded for one academic year and remain subject throughout that period to the conditions of the award provided with the letter of offer.

22. All recipients of a bursary award will be required to sign to accept the terms and conditions of the bursary award.

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