BURSARY POLICY

Owner:	COO	Date Reviewed:	August 2026
Review Period	Bi-Annual	Next Review Date:	August 2028

General

The word "parent" or "parents" will be used throughout this document. This should be taken to mean natural or adopted parents, or guardians.

Radley Schools Group is committed to broadening access to education at our schools by offering to eligible parents means-tested financial support for the payment of school fees for as many pupils as possible, within budgetary constraints, who meet our entry criteria. Bursary awards are subject to an annual review of the parents' financial circumstances, with fresh information being required about the parents' circumstances for every year that their child attends the school. Bursary awards may be removed or varied upwards or downwards, depending on the parents' financial circumstances (e.g. their savings, investments and realisable assets as well as their income, the size of their family, any other persons dependent upon them and other factors). Awards may also be varied upwards or downwards for compassionate or other pertinent reasons, including but not limited to a pupil's progress, attitude, 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 as set out in the Parent Contract, 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A bursary may be withdrawn in its entirety in accordance with the terms upon which such an award is made or otherwise in accordance with the school's Terms and Conditions. A bursary may also be withdrawn in its entirety if, in the opinion of the Head, the pupil's progress and/or behaviour (and/or the parents' behaviour or conduct (or the behaviour or conduct of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.

A bursary may also be withdrawn if, as set out in the Terms and Conditions, there is a serious misrepresentation of facts or circumstances, or important information is withheld during the application process including information pertaining to the pupil's residence, health, medical conditions, special education needs or disability. We reserve the right to amend the way in which awards are assessed.

The Case for Assistance

We will consider a number of factors when making the judgement as to the justification for support and the extent of such support; inevitably this is a holistic judgment. In the main, the child's suitability for the school is the first consideration in granting support.

Suitability - in assessing a child's suitability, attention will be given to their academic assessment results in accordance with the school's published entry criteria. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the school's educational provision. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make good academic or other progress following admission and possess the potential to develop the quality of work and benefit from participation in the wider, co-curricular activities on offer at the school. Previous school reports will be consulted for evidence of the pupil's attainment, progress and behaviour.

Financial limitations - the amount of the bursary award is not influenced by the child's academic ability but by the extent of need. Each case is assessed on its own merits and awards are made 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 personal; however, the school has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include (but are not limited to):

- The ability to improve the financial position or earning power of each parent. For example, both parents 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 property assets.
- 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.
- The number of school aged children in the household.
- Contribution to household costs including school fees by other 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).

Acknowledging that others might have a different view, the school considers that the following would not be consistent with the receipt of a bursary. It should be noted that the list is not comprehensive:

- frequent or expensive holidays;
- luxury cars;
- investment in significant home improvements;
- a second property/land holdings;
- failure to honour school fee payments to other schools.

Other factors - it is recognised that, in addition to meeting academic requirements and financial constraints, there may be other circumstances which should be considered as part of the school's holistic judgment. These include:

- 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. However, please note that bursary support from a previous school is no indication or guarantee that the parents would be eligible for bursary support from Radley Schools Group.

The application process

Applications for financial support usually fall into two categories:

- New applicants to a Group school where a place has been offered but parents are unable to fund the tuition fees: and

- Temporary Hardship for existing pupils where a significant change in parents' circumstances has resulted in difficulty in meeting school fees and may result in the pupil being withdrawn part way through a school year.

New Admissions

Unless there are extenuating circumstances that are supported by the Head, bursaries for new admissions are only available to parents of children entering a Group school from Year 3 and above. A pupil must have been offered a place and their deposit (refundable in the event that the place cannot be accepted for financial reasons) paid. The process is as follows:

- All parents who have parental responsibility for the applicant must complete an online Bursary Application Form, the link for which will be provided upon request from the school in question. This applies to divorced and separated parents, regardless of their current contribution to the applicant's educational costs or living expenses. In such cases, the details from one parent will remain confidential and will not be shared with the other parent. If one parent has sole responsibility through a court order, then evidence of this must be provided.
- A representative of an external financial assessment company will contact the applicant parents to arrange a meeting to discuss their application. The purpose of this meeting is to ensure that the information has been correctly interpreted and the basis of the financial assessment has been fair. This meeting will usually be arranged as a video call but a home visit may be necessary.
- On receipt of the financial assessor's report, a senior member of the Group may arrange to meet with parents to review the application and clarify any queries arising from the report.
- Following discussion and agreement between the Head and Group, parents will be advised by the school whether a bursary has been approved and the value of the Bursary offer.

Both parents seeking a bursary will be required to sign a declaration stating that the information they have provided is accurate and complete as well as requiring them, in the event their application for a bursary is successful, to update the Group in the event those circumstances change during the academic year in question.

Existing Pupils - Change in Family Circumstances

Within overall budget funding, the Group will in normal circumstances set aside each year a modest hardship fund, for cases of sudden, unforeseen need. This sum will be set within budgetary constraints. Parents with a child at a Group school in Year 3 or above, whose financial circumstances suddenly change may apply for financial assistance, explaining their situation, where, if appropriate, a full financial review will be conducted. This must be a significant new situation that has emerged since the child started at their Group school, such as illness, death or redundancy. Parental divorce/separation is unlikely to be a good reason, on its own, for a hardship award. Such awards are subject to the availability of funding and cannot be guaranteed and will not exceed two terms. In exceptional circumstances it could result in the provision of a Bursary.

Annual Review

All bursary awards may be subject to repeat consideration of each parent's financial circumstances each year and may be varied upwards or downwards depending on the outcome of any review. The need for an annual review is determined by Radley Schools Group. Current bursary holders will be issued with repeat means-testing forms each year, with completion due by 31st January if reassessment is being carried out. The assessment outcome should be completed ahead of the end of Lent term. The Group reserves the right to amend the way in which awards are assessed.

Confidentiality and Disclosure

The Bursary application process is undertaken by the Group's Finance team, independent of any school's admissions process, and the data provided is used for the purposes of assessing the application for financial assistance only. Recipients are expected to make full disclosure of any change of circumstances pertinent to eligibility for the existing award that is binding on signing the acceptance form. If the School or the Group becomes aware or is made aware that the information provided is not accurate the Bursary Award may be amended or terminated the following term. Where families have been found to be deliberately withholding information that would impact their financial assessment, the Group reserves the right to claim back the value of the bursary awarded.

In all circumstances, parents are bound by their School's Terms and Conditions including the requirement to give a full term's notice of withdrawal from the School before the normal leaving date.

The Group may use an external organisation to assist with processing bursary applications, including making home visits. Information provided by applicants may be made available, in confidence, to that organisation for those purposes.

All personal data processed in connection with the Group's arrangements for bursaries shall be processed in accordance with the Group's Privacy Policy which is available on the Group's website.

The Group respects the confidentiality of bursary awards made to parents and recipients and prospective recipients are expected to do likewise. It would not be appropriate to share the outcome of a bursary application other than with immediate family.

Other sources of financial assistance

- In addition to the Group's bursary funding, 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 and due to a change of circumstances may be unable to remain. The Group encourages parents 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 Educational Trusts Forum: www.educational-grants.org or Royal National Children's SpringBoard Foundation https://www.royalspringboard.org.uk/