



1. General

Loyola Preparatory School is committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees (which includes a school lunch). Such support is known as a Bursary and may be awarded in the form of a discount of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of the applicant and in accordance with the aims of the Charitable Trust.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances (e.g. their savings, investments and realisable assets as well as income, the size of their family and any other persons dependent upon them and like factors).

All awards are made at the absolute discretion of the School and the number which can be made each year is limited. A bursary holder may also have a scholarship award.

Requests for financial support usually fall into two categories:

- Bursaries may be available to new pupils aged 7+
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn partway through a stage of education.

2. Eligibility

The school will consider a number of factors when making the judgement as to the justification for support and the extent of such support. 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 the academic assessment of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those most likely to benefit from the curriculum of the school. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission and possess the potential to develop the quality of his work and benefit from participation in the wider, extra-curricular activities on offer at the school. Each applicant should meet the school's normal academic requirement and school reports will be consulted for evidence of good behaviour.
- Financial** – each application is assessed on its own merits and awards are made accordingly subject to the school's ability to fund these within the context of what is viable 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, Loyola Preparatory 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 level of the award, to 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 dependants, or the particular 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 in houses.
 - In cases of separation, the contribution made by the absent parent.
 - Contributions to household costs, wider family members, and any adults unrelated to the child or by outside sources.
 - Where fees are being paid to other schools (or universities) the school's grant will take into account all of these outgoings
 - Acknowledgement that others might have a different view, the school considers that the following would not be consistent with receipt of a bursary:
 - frequent or expensive holidays
 - new or luxury cars
 - investment in significant home improvements
 - a second property/land holdings
- c) **Other factors** – it is recognised that in addition to academic ability and financial constraints, there may be other circumstance which should be considered. These include:
- where a child has a sibling at the school
 - where the social needs of the child are relevant
 - where the parent/guardian is terminally ill or is unable to secure permanent employment due to poor health
 - where a separation will result in the child having to be withdrawn from the school adding to the stress of coping with the parents separating

Existing pupils/change in family circumstances – within the overall budget funding, the school will in normal circumstances set aside each year a hardship fund for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints.

3. The Application Process

Bursaries are awarded at the discretion of the School Governors, the Head and Bursar. The Head and Bursar are responsible for the management and coordination of the process.

- **Step One.** Parents/guardians seeking a bursary are required to complete a Bursary Financial Assessment form which aims to establish the financial circumstances of the household. The completed form, together with the necessary documentary evidence are to be submitted to the bursar by the 1st of March (or as soon as practicably possible) in any year for bursaries to be considered for the following September, or any other agreed deadline as directed by the Head or Bursar.

- **Step Two.** The Bursar will initially review all applications for completeness, and forward to an external assessor to be independently assessed in order to establish the likely level of support which will be required in order to allow the child to attend the School. This may involve the Head, or her representative, visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- **Step Three.** The external assessor prepares a report to the Head and her appointed panel for consideration and a joint recommendation is reached.
- **Step Four.** The recommendation is presented to the Loyola Preparatory School Board of Governors for approval.
- **Step Five.** Parents/guardians are then advised whether their child is to be offered a place at the School and of the bursary offer.
- **Step Six.** Parents/guardians are then required to sign a letter accepting the place and agreement relating to the bursary.

4. Annual Review

All bursaries are re-assessed annually and may increase or decreased depending on the changes in parental circumstances. It is appreciated that education is a long-term investment and that applicants need to have a sense of continuity from one year to the next. If financial circumstances remain essentially unchanged, applicants may assume that their proportional contribution to school fees will change very little, if at all. Notwithstanding, families in receipt of bursary awards must be aware that the Head has the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory, but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution to fees or other school related charges.

5. Confidentiality

The School respects the confidentiality of bursary awards made to families, and recipients are required to do likewise.

BURSARY APPLICATION DECLARATION

Both parents or guardians must sign the declaration below:

We have read the notes and made a complete and accurate declaration of our income/outgoings and assets/liabilities.

We understand that if we are offered a Bursary for our child the following terms and conditions will apply as between ourselves and the School:-

- a) Our child's fees account with the School will be credited each term with the amount of the Bursary for so long as the award remains in effect;
- b) **Any award of a Bursary is subject to an annual review and we undertake to complete an annual declaration of our financial circumstances on the form sent to us by the School and supply all relevant supporting evidence by the return date indicated;**
- c) We will report immediately any material change in the financial information disclosed;
- d) The Bursary may be withdrawn or reduced if:
 - i) We act or our child acts in breach of the School's Term & Conditions attached to the Acceptance Form for our child at the school;
 - ii) We have failed to return the annual declaration of my/our financial circumstances by the return date indicated;
 - iii) We have failed to produce any additional information required by the School to evidence my/our financial circumstances;
 - iv) In the opinion of the Head, our child's attendance, progress or behaviour no longer merits the continuation of the award;
 - v) We are more than 28 days in arrears in respect of any amount due and owing to the School;
 - vi) There is a material change in my/our financial circumstances;
 - vii) We acknowledge and accept that Loyola Preparatory School, in the absolute discretion, may withdraw the Bursary granted, in the sole discretion, without reason given.

The Bursary will be withdrawn and the value of any amount of the Bursary previously credited against our child's fee account will become repayable to the School forthwith if, in the opinion of the School, we have provided incorrect information in relation to the award of the bursary.

Signatures

Parent..... Date

Parent..... Date

If only one parent signs the above declaration, please state reason below.

Divorced/separated/widowed/other reason

Child's Name