



Bursary Policy (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

Last Reviewed: October 2023
Frequency of Review: 3 years
Next Review Due: October 2026

Means tested bursaries

The Governors of Our Lady of Sion School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a bursary and bursaries may be awarded in the form of a reduction against tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursary Awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. The scale of awards is reviewed and revised annually by the Bursar to reflect any changes in fee costs and then approved by the Governors. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual parents'/guardians' circumstances (eg, their savings, investments and realisable assets as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations.

- New applicants to the school where a place has been offered but parents/guardians are unable to fund the tuition fees.
- 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parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

New Applicants to the School

Awareness – information provided by the school alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of school fees is included :on the school website or provided on enquiry directly to the school.

The Application Process

Bursaries may be made available to parents/guardians of children entering any year-group of Our Lady of Sion School. They are awarded at the discretion of the Governors, and the Headteacher and School Bursar are responsible for the management and coordination of the process.

- Step one – parents / guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, may be found at Annex A, and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar no later than 14th February each year for bursaries to start the following September.
- Step two – the Bursar assesses all applications 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 Bursar, or their representative, inviting the parents/guardians to the school to ensure that the information has been correctly interpreted and the basis of the financial assessment has been fair.
- Step three – the Bursar prepares a recommendation in accordance with the school's scale of awards which is considered with the head and a joint recommendation is then reached.
- Step four – the joint recommendation is presented to the Governors for approval.
- Step five – **end of February**. The parents/guardians are advised whether their child is to be offered a place at the school and the bursary offer.
- Step six – parents/guardians are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.

The Case for Assistance

The Headteacher and Bursar 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 sustainability 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 result 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 likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Headteacher, be likely to make sound academic progress following admission and possess the potential to develop the quality of their work and benefit from participation in the wider, extra-curricular activities on offer at the school. In normal circumstances, each applicant should meet the school's normal academic requirements. Previous school reports will be consulted for evidence of good behaviour. Pupils will also be considered in the context of their pastoral needs, and how attaining a place at Our Lady of Sion School will be beneficial to them.
- Financial limitations – the amount of the bursary is not influenced by the level of the academic ability of the child but by the extent of need. Each case 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, 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:
 - 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 equity values in houses.
 - In cases of separation, the contribution made by the absent parent.
 - Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
 - Where fees are being paid to other schools (or universities) the school's award will take into account all these outgoings.
- Acknowledging that others might have a different view, the school considers that the following would not be consistent with the receipt of the bursary:
 - frequent or expensive holidays;
 - new or luxury cars;
 - investment in significant home improvements;
 - a second property/land holdings.
- Other factors – it is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
 - Where a child has siblings at the school.
 - Where the social needs of the child are relevant (eg, may be suffering from bullying at their present school).

- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a separation has resulted in the child having to be withdrawn from the school adding to the stress of coping with the parents/guardians separating.

Existing Pupils – Change in Family Circumstances

Within 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 calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the school whose financial circumstances suddenly change may apply for a bursary to the Headteacher/Bursar, explaining their situation and using the forms at Annex A. Such awards are subject to the availability of funding and cannot be guaranteed.

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. Current bursary holders will be issued with repeat means-testing forms at the beginning of January each year for return by the end of the month. For those previously in receipt of bursaries, the Headteacher and Bursar, in making their joint recommendation to the Governors, have 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 they are making to the fees.

Confidentiality

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

Approved by Board of Governors October 2023

Private and Confidential

Dear «Parent»

Bursary application for academic year 2023/24

The governors of Our Lady of Sion School are committed to broadening access to the school by offering eligible parents and carers means-tested financial support with the payment of school fees. Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Awards are made on the basis of a confidential scale of awards which set out bursary levels in relation to a family's financial circumstances. The scale of awards is reviewed and revised annually to reflect any changes in fee costs and is approved by the governors.

Annual Review

As an existing bursary holder, would you kindly complete the attached application form with your current details in order that we may review your award. Please ensure that the details are accurate. This is your opportunity to demonstrate the commitment that you are able to make towards your child's fees whilst asking the school for support. We look to provide as many funding opportunities as possible and can only do this by providing subsidies in essential circumstances.

In making a bursary recommendation, we will also consider whether a pupil's progress, attitude and behaviour have been satisfactory and also whether parents and carers have supported the school, for example timely payment of the contribution they are making to the fees.

Please return the attached form, completed in full and supported with documentary evidence, to the Bursar's office by **10th February**.

Confidentiality

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

Please do not hesitate to contact me should you have any queries.

Yours sincerely

Karen Preston
Bursar
bursar@sionschool.org.uk



ST. IGNACE
SCHOOL

CONSIDERATION ALWAYS

BURSARY APPLICATION FORM

CONFIDENTIAL

I request that you complete the attached application form with your current details. Please ensure that the details are accurate. This is your opportunity to demonstrate the commitment that you are able to make towards your child's fees whilst asking the school for support. We look to provide as many funding opportunities as possible and can only do this by providing subsidies in essential circumstances.

Confidential statement of financial circumstances in support of a bursary application

1. CHILD			
Full Names			
Date of Birth		Current School Year	
Term/Year of Entry			
2. PARENT / CARER 1		PARENT / CARER 2	
(Please indicate if one parent is the primary contact.)			
Names			
Title			
Address			
Post Code			
Day time Telephone			
Evening Telephone			
Mobile Telephone			
Email Address			

3. Parents' Occupations		
Employed (insert employer's name, address and phone number)		
Are you a Director or Shareholder or Proprietor of this Company?	Yes / No	Yes / No
If "YES" state proportion of Company or Business you and/or your spouse/partner own		
Self-employed (complete type of business) / partner in partnership		
If a partner, state your share of partnership income and capital, if any		
Unemployed		
Retired		

4. Income (Annual Totals)		
<i>(Please enter below your current earnings and expected income from all sources of this tax year)</i>	Parent/Carer 1	Parent/Carer 2
Gross Salary and other emoluments (including all taxable benefits & expenses) for the year to 5 th April Salary: Dividends: Allowances: Expenses:		
Taxable profits of trade or profession for last two tax years Current Year: Previous Year:		

Gross pension, widow's pension, State pension, etc		
Gross investment income from: Building Societies /Banks: Dividends and interest (other securities):		
Gross rental profit		
Social Security benefits (including Child Benefit and Child Tax Credits)		
Separation or Maintenance Allowance		
Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees.	Yes/No Value:	Yes/No Value:
Any other income or gains not included above, eg, trust or estate income, gains on sale of capital assets, surrenders or maturity of life assurance policies, royalties, etc.		
Please enclose a copy of your self- assessment tax calculation for the previous year.		

5. OUTGOINGS (Annual Totals)	PARENT / CARER 1	PARENT / CARER 2
Tax payable on incomes declared above for the last two years <i>(including tax deducted at source)</i>	Current Year: Previous Year:	Current Year: Previous Year:
National Insurance contributions	Current Year: Previous Year:	Current Year: Previous Year:
Pension contributions (net)	Current Year: Previous Year:	Current Year: Previous Year:
Mortgage repayments <i>(include capital repayment as well as interest)</i>	Int. Cap.	Int. Cap.
Endowment mortgage insurance		
Any other interest payable, eg, overdrafts, credit cards, loans, etc. <i>(please specify)</i>		
Annual rent payable on principal residence		
6. CAPITAL ASSETS (see note - c/fwd total to section 8)		
	Parent/Carer 1	Parent/Carer 2
Approximate market value of all investments:		
<ul style="list-style-type: none"> Building Society/Bank deposits/National Savings accounts 		
<ul style="list-style-type: none"> Equity investments (shares, unit trusts), Corporate bonds and other securities and Government stocks 		
<ul style="list-style-type: none"> ISAs 		

Approximate market value of principal residence (<i>freehold or leasehold</i>)		
Approximate market value of other possessions including house contents, car, collections, paintings, jewellery etc.		
Cash at banks or elsewhere that could be used to fund fees (<i>current accounts only</i>)		
Approximate market value of any other assets (<i>please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years</i>)		
Net worth/value of any businesses which you own or share		
Approximate market value of your interest in any other property, land or buildings either at home or abroad		
Redundancy or other termination payments		
Monies that are owed to you		
Other assets not listed, eg, share options, trust interests/assets held on your behalf by a third party, assets likely to be received in the foreseeable future, etc.		

7. CAPITAL LIABILITIES (see note – c/fwd total to section 8)		
	Parent/Carer 1	Parent/Carer 2
<i>(Please give details of any capital charges against the assets declared in Section 6)</i>		

<p>Mortgage Details</p> <ul style="list-style-type: none"> • amount outstanding on principal residence • a final payment date 		
<p>Other liabilities <i>(please specify)</i></p>		

8. NET ASSETS

<p>TOTAL CAPITAL ASSETS as per section 6</p>		
<p>TOTAL CAPITAL LIABILITIES as per section 7</p>		
<p>NET ASSETS (section 6 - section 7)</p>		

Please explain any reasons why net assets cannot be converted or utilised to pay school fees.

9. DEPENDENT CHILDREN (see note)*(Include the child to whom this application refers: if more than 3 children, give details on a separate sheet)*

	1	2	3
Forename			
Date of Birth			
School or College			
Boarding or Day			
Annual school or other educational fees <i>(excluding extras and sundry disbursements)</i>			
	£	£	£
Compulsory additional school charges			
Amount of fees shown covered by:			
<ul style="list-style-type: none"> Scholarships, Bursaries or other allowances given by school 			
<ul style="list-style-type: none"> Annual sum arising from capital repayment scheme 			
<ul style="list-style-type: none"> Services/ Diplomatic/ Company Education Allowances (gross) <i>(state whether sum has been included in gross salary)</i> 			
<ul style="list-style-type: none"> Annual sum arising from Educational Insurance Policies 			

<ul style="list-style-type: none"> Assistance from any other sources, eg, Grandparents, trusts, charities, etc (<i>please specify</i>) 			
<ul style="list-style-type: none"> Annual income of child (<i>if any</i>) 			

The details requested with regard to the fees payable and bursaries on behalf of your other children are for information only and will not normally be taken into account in the assessment of the level of bursary awarded.

10. OTHER DEPENDENTS (please give details) (see notes

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11. VERIFICATION OF INCOME

Please enclose documentary evidence in support of the income figures in Section 4. Please tick those you are enclosing:

P60 and P11D	Copy of HMRC tax calculation issued under self-assessment
March Pay Advice	Confirmation of Schedule D self-employment income from an independent accountant
Annual Report & Accounts (including Balance Sheet) for the years XXXX & XXXX	
Others (<i>please specify</i>)	eg, copies of dividend vouchers, bank interest certificates
Court Orders and Legal Separation agreements	Covering the payment of school fees and child maintenance
Benefits received	Social Security Benefit, Housing Benefit, Job Seekers' Allowance, Employment & Support Allowance, Income Support, Disability Living allowance, Incapacity Benefit, Child Benefit

12. VERIFICATION OF ASSETS

Please enclose documentary evidence of capital assets and tick those you are enclosing:

Property Valuation		Investment Portfolio Valuation	
Mortgage Statement	£	Contents Insurance	£

13. SCHOOL

The school may invite you to meet the Bursar to discuss your application for support. Please indicate whether you would prefer a face-to-face appointment or to discuss the details by telephone.

Visit / Phone

ASSISTANCE FROM OTHER SOURCES

In order to help the greatest number of parents who need financial assistance, all those who apply for a bursary from the school are asked first to enquire if they are eligible for assistance from any other source.

Please state whether you have applied to trusts or foundations for a bursary, and if so to which and with what result.

ANY ADDITIONAL INFORMATION

14. DECLARATION

After having read the attached notes, the following declaration should be signed by both parties/applicants (or see below):

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

We/I understand that if we/I are/am offered a Bursary for our/my child and accept a place for them at the school, the following terms and conditions will apply as between ourselves/myself and the School:

- a) our/my child's fees account with the School will be credited termly with the amount of the Bursary for so long as the award remains in effect;
- b) any award of a Bursary is subject to annual review and we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the School and supply all relevant supporting evidence by the return date indicated;
- c) we/I will report immediately any material change in the financial position declared;
- d) the Bursary may be withdrawn or reduced if:
 - I. we/I act or our/my child acts in breach of the School's Terms and Conditions attached to the Acceptance Form for our/my child at the school;
 - II. we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
 - III. we/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
 - IV. in the opinion of the Head, our/my child's attendance, progress or behaviour no longer merits the continuation of the award;
 - V. we/I 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 our/my financial circumstances;
 - VII. the School's resources are insufficient to maintain the level of award.
- e) the Bursary will be withdrawn and the value of any amount of the Bursary previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Bursary.

SUMMARY (To be completed by parents)

CHILD'S NAME

Annual school fee due	£
Amount available from parent / other sources to find fees based on annual figures completed	£
Amount required to meet fees	£

Signatures:

Parent/Carer*Date.....

Parent/Carer*Date.....

[NB: Each person with parental responsibility for the child is required to sign this form and the school is entitled to treat any information received from any person who has signed this form as having been on behalf of both or all such persons]

NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY APPLICATION FORM

Before completing the form, please read these notes carefully, and contact the Bursar if further information or advice is required. These notes refer to the corresponding paragraph on the Form.

The School reserves the right to seek any other documentary evidence in support of the income and asset figures submitted, and to make enquiries which it deems necessary.

All financial values should be shown in Sterling. References to Her Majesty's Revenue & Customs (HMRC) include the relevant national Taxation Authority.

SECTION 2: PARENTS/APPLICANTS

These are defined as:

- the father and mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
- the parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household; or
- the child's guardian appointed in accordance with section 5 of the Children Act 1989 (or any earlier enactment) and the partner (if any) of that guardian where the partner normally resides with that guardian and the child in the same household; or
- the person with whom the child resides in accordance with either:
 - a subsisting residence order made under section 8 of the Children Act 1989; or
 - any subsisting court order (other than a residence order) which specifies who is to have actual custody or care and control of the child; or
- where a pupil either has no parents as defined above or the school is satisfied that no such parents can be found, and he is either looked after by a local authority or provided with accommodation within the meaning of section 105(1) of the Children Act 1989, the pupil shall be treated as one whose parents have no income for the purposes of the scheme; or
- where none of the above applies, the parent is the person with whom the pupil normally resides in accordance with any informal care or fostering arrangement and that person's partner (if any) where the partner normally resides with that person and the pupil in the same household.
- If parents are separated or divorced before or while their child attends the School, both mother and father will require to complete and sign the Application Form.

SECTION 4: INCOME

The gross annual amount of salaries and wages, including any earnings from profit related pay, part-time employment and any sum received as bonus, commission etc. statutory sick pay, statutory maternity pay giving GROSS amounts (before deduction of tax, NI, superannuation, etc.) for the current or latest financial year. Taxable benefits in kind agreed with HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc.) - at the amount agreed for taxable purposes.

Profits from a business or profession - at the amount of GROSS income declared to HMRC or relevant tax authority for the year in question. Copies of the latest set of accounts should be included. Where the profits assessed relate to a basis period in excess of or less than 12 months please state the length of that period.

All other Investment income (eg, interest or National Savings Bank deposits; dividends, annuities etc.) should be entered GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified. Building Society interest must be disclosed GROSS.

Enter income from letting or subletting of property at the amount of the profit declared to HMRC; net of related expenditure before tax.

All social security benefits received should be declared and type of benefit specified.

Court Orders, Legal Separation Agreements and Voluntary Arrangements for School Fees - Where a parent is required by a Court Order, or a legal binding separation agreement (eg, Deed of Separation) to pay part of the School fees, then only that part of the fee which is not covered by the Court Order/agreement will be used to calculate any bursary to be awarded. This is irrespective of whether or not the order or agreement is being complied with. Where the whole amount of the fees are required to be paid by virtue of a Court Order or separation agreement, applicants are not eligible for a bursary. You should indicate how many years are payable and any annual variations. All receipts relating to maintenance payments, separation allowances and sums in respect of Child Support maintenance must be declared.

Include free benefits in kind agreed by HMRC as not subject to tax, eg, representative occupation of house, free canteen.

SECTION 5: OUTGOINGS

Enter tax on earned and unearned income SEPARATELY.

Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes SEPARATELY.

Enter capital as well as interest payment on a mortgage for the principal residence.

Only complete this if repayment is effected by means of a full Endowment Policy.

Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

SECTION 6: PARENTS'/APPLICANTS' CAPITAL ASSETS

In addition to taking account of all relevant sources of income, the School takes account of the following assets:

The capital sum of any monies on deposit with any bank, deposit taker or building society. Investments in stocks and shares, valued as near as possible to the date of submitting the application form.

The current market value of your principal residence. The current market value should be estimated by parents where a current valuation is unavailable.

If you run your own business or are partners in a business, then you should show the net worth of the business. Shares in a company not listed on a stock exchange should be valued at the relevant proportion of the net value of the company.

In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

SECTION 7: PARENTS'/APPLICANTS' CAPITAL LIABILITIES

Details of other liabilities should be provided along with the lender.

SECTION 9: DEPENDENT CHILDREN

Use column number 1 for the child for whom you are now applying at his/her current school rate.

The figures to be inserted here refer to the current academic year.

Members of HM Forces and Diplomatic Service should include the amount of any Education Allowances which they receive. Parents in other occupations should include any similar sum.

Insurance Policies for School Fees - If any insurance policy for the payment of School fees exists, then the amount declared is the amount receivable under the policy for the academic year for which the application is being made. If the insurance policy covers the full cost of the tuition fees, then the pupil is not eligible for a bursary. The types of policy concerned are those which stipulate that the company shall pay the school fees, in whole or in part, to the school in respect of the pupil.

Where a Trust has been established in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.

Where the child has any unearned income, eg, interest from National Savings, bank or building society deposits, or receives share dividends, you should enter the source of income and the gross amount received before deduction of any tax. Do not include any income from part time employment or student bursaries. You should enter the capital value of any beneficiary or other trust set up for each child.

SECTION 10: OTHER DEPENDENTS

If you qualify for a Carer's Allowance, or have an aged grandparent or relative living with you or dependent upon you, please provide details including age, address, condition, etc.

ANY OTHER RELEVANT INFORMATION

Please enter, on a separate sheet if necessary, any details which may affect the assessment of a bursary, eg, a known significant change in income or outgoings for the coming year.

CONFIDENTIALITY

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