



Emanuel School

Bursaries (Fee Assistance) and Means-Tested Scholarships Policy

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1. Policy Statement

Emanuel School is committed to providing an exceptional education to the most talented children regardless of their social or demographic background or financial circumstances.

The governors of the school are committed to broadening access to the school's education by offering eligible parents financial support for the payment of school fees (bursaries) based upon a budget for a fixed number of pupils who meet the school's entry criteria. It is important to note that bursary differ from scholarships. While scholarships recognise academic or co-curricular excellence, bursaries are awarded solely on the basis of the financial need of the applicant.

2. Introduction

A bursary award may be awarded for up to 100% of the school tuition fees. In addition, it may include a provision for the payment of extras such as external exam fees, IT device lease charges and school uniform costs. Where appropriate, discretionary contributions may also be made towards the costs of trips and other school-related expenses. Contributions towards any extras are pro-rated in accordance with the bursary awarded. Bursary awards of 50% or more also qualify for a reduction in the acceptance deposit, pro-rated based upon the level of financial support.

Unless there is a significant change in family financial circumstances bursaries are not available outside standard entry points (Year 6 / Year 7 / sixth form).

Bursary awards are subject to repeat testing of parental means each year, with updated financial information being required for every year that their child attends the school. The school does not guarantee that a bursary will be held for the duration of a pupil's time at the school and the bursary level may be adjusted depending on the outcome of the financial reassessment.

In recent years, Emanuel has sought to grow its capacity to offer fee assistance to prospective and current pupils. Details of the school's campaign *Giant Strides* can be found on the school's website and by contacting the development team (development@emanuel.org.uk).

3. Scope

This policy applies to:

- prospective pupils entering Emanuel School at the main entry points: year 6, year 7 and sixth form.

- current pupils, where there has been a significant and unforeseen change in family financial circumstances, at the discretion of the school.

4. Bursary Eligibility Considerations

Bursary funds are limited and the school exercises discretion in awarding a bursary. Pupils must be likely to make sound academic progress following admission, based on the headmaster's opinion, and possess the potential to develop their quality of work. All applicants for fee assistance should meet the school's standard academic entry requirements.

The amount of the bursary award is influenced by the extent of demonstrated financial need. Each case is assessed on its own merits with awards made accordingly, subject to the school's available budget.

The school recognises that decisions regarding what sacrifices a family should make to afford school fees are personal. However, the award of a bursary is not meant to sustain or support personal lifestyle choices; therefore, in addition to the level of current gross household income, the following factors will also be considered in determining the level of the award:

- The family's ability to improve the financial position or earning power of the family. For example, where there are two partners, both are generally expected to be employed unless prevented by incapacity, requirements of their partner's work or caring responsibilities for younger children or dependants.
- Significant capital savings or investments, and equity values in property, would be expected to be used for the payment of school fees. For example, families owning more than one property may be expected to release equity in one of these properties.
- The financial circumstances of both parents will be assessed, including in circumstances where the parents are separated/do not live together, unless there is sufficient evidence that it would not be reasonable to do so. Parents applying independently without the consent of the other parent should be aware that divorce or separation alone does not constitute sufficient evidence that the other parent is unable to contribute financially.
- Any contribution to household costs by other, wider family members, unrelated adults to the child or external sources.
- Any existing school fee commitments, including Emanuel School, will be taken into account when considering the level of award for new bursary applicants.
- The gross earnings threshold is currently set at £100,000. Pupils whose parents have earnings above this threshold would not be eligible for any bursary support.

5. Bursary Application Process

The headmaster and bursar are responsible for the management and coordination of the bursary application process.

Parents seeking fee assistance are required to register their child as a candidate for entry at Year 6, Year 7 or sixth form before completing the online bursary application form which must be completed in the autumn term for starters in the following September. Deadlines for completing the bursary application form are published on the school website.

Following completion of the online bursary application form, applicants will be sent a link from the school's secure bursary portal to submit their formal bursary application which seeks to establish the financial circumstances of the household and requires full documentary evidence.

The bursar, with the support of the bursary team, will assess all applications to establish the likely level of support required by the pupil. The bursar may ask to meet with the parents to discuss details of the bursary application, the supporting documents and possible duration of the award. A home visit may also be arranged as part of the application process. Families who do not make themselves available for a home visit will not be able to proceed with their bursary application. The school may choose to make use of an external agency to assist with the bursary assessment process.

The bursar prepares a recommendation for bursary award, which is discussed and agreed with the headmaster.

Once pupils have been offered a place and informed of any bursary award, the parent(s) must confirm that they have read and understood the terms and conditions relating to a bursary award.

If a pupil's behaviour record is poor in the opinion of the headmaster, the bursary award may be withdrawn with one term's notice.

6. Means-Tested Scholarships

Bursary applicants can also be offered a scholarship due to exceptional talent in academia, music, sport, drama and/or art and design. A combination of both awards is defined as 'means-tested scholarship'.

Throughout the tenure of the award, pupils who hold means-tested scholarships are expected to retain a ranking position in progress reports and/or internal examinations within the top half of the year group. Means-tested scholarships will not be awarded or renewed if the pupil's performance is outside the top half of the achievement rankings.

In addition, if a pupil's behaviour record is poor in the opinion of the headmaster, the bursary award may be withdrawn with one term's notice.

7. Annual Review of Bursary Awards

The bursary award is discretionary and is subject to an annual re-assessment of the family's financial circumstances. The value of any award is calculated against a sliding scale, which means if the family income increases the amount of assistance may diminish and vice-versa. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual family circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of the family, any other persons dependent on them and like factors), compassionate or other pertinent considerations.

The bursary/means-tested scholarship can be reduced or withdrawn, with one term's notice, if any of the following apply:

- The parents' income, savings and overall financial situation has significantly improved since the bursary was first given and/or now exceeds the school's stated thresholds.
- For means-tested scholarships (academic) if the pupil's academic performance is such that the pupil is no longer placed in the top half of the year group (based on rankings of progress reports and/or internal exams).
- For means-tested scholarships (co-curricular) if the scholarship in art and design, music, drama or sport is withdrawn.
- A pupil's behaviour record is, in the opinion of the headmaster, unsatisfactory.
- Late or non-payment of any required contribution towards fees.
- Other reasons 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* and or *Terms and Conditions for Scholars, Exhibition and Bursary Holders*.

8. Change in Family Financial Circumstances (Hardship Award)

If a place is accepted for a pupil without a bursary award, financial assistance will only be provided where a family's ability to pay has declined suddenly and significantly due to unforeseen circumstances. These hardship awards are subject to the availability of funding and intended to provide short-term support. These are reviewed on a termly basis and can be granted up to a maximum of one school year's fees per family during the course of the pupil's education.

Families with a child at the school who wish to apply for a hardship award will be asked to email the bursar in the first instance. Applicants would then be invited to apply using the bursary application forms.

9. Decisions regarding Bursary Support

The school receives a large number of applications for bursaries annually. Each request is assessed on its own merit, and it is the school's intention to support as many pupils as it can. However, funding is limited, and it is not possible to make an award for every application or to provide justification for each decision. The school's decision is final.

10. Confidentiality

The data provided in the bursary application and on the bursary management platform is only used for the purposes of assessing the application for financial assistance.

Once a bursary place is awarded, only certain members of senior staff will be aware of bursary recipients and this information is treated with great discretion. There are some circumstances where a donor who has supported a bursary award may ask us to share information about the recipient of the award. In these circumstances, the school will seek parental consent, as well as the pupil's consent, before doing so.

Bursary recipients are required not to disclose the existence of the award or any agreed terms with the school without first obtaining prior consent of the school.

11. Data Retention

The school does not keep personal information for longer than is necessary for the purpose it was collected for. Data that was collected to assess bursary applications and annual re-assessments will be kept in line with the school's data retention schedule.

During the retention period, the data is protected by robust safeguards and controls to ensure it is managed securely and in accordance with relevant data protection regulations.

12. Related Policies and Documents

- Admissions Policy
- Bursary Application Form
- Scholarship and Exhibitions Policy
- Privacy Notice for Parents/Pupils
- Terms and Conditions for Scholars, Exhibition and Bursary Holders

13. Policy Review & Approval

The bursar will review the policy each year and will be presented to cabinet and the governor's finance & building committee for approval.

Policy Owner	Bursar
Date of last review	Summer 2025
Approved by	Cabinet: 4 June 2025 Full Governing Body: 9 June 2025
Responsible Committee	Finance & Building
Date of next review	Spring 2026