



BURSARY POLICY

Reviewed by: Admin Manager

Date: February 2020

Approved by the Board of Trustees on:

Review Date: February 2021

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BURSARY POLICY

Purpose

We are committed to inclusion and broadening access to the Steiner education.

The Trustees are committed to supporting parents on low incomes who would wish to access a place at the school but who cannot afford full fees.

Bursary Awards

Annual Review: Bursary awards are made for one year at a time and should not be considered as a long-term solution. All bursary awards are subject to repeat means-testing each year, and may be varied upwards or downwards, depending on the circumstances. Existing bursary holders will be issued with review forms at the end of January each year, for return by the end of February.

The School Management Team have the discretion to reduce or withdraw an award where a pupil's attendance, progress, attitude, or behaviour have been unsatisfactory. There is also an expectation that parents/guardians will support the school through attendance at school events, fundraising and prompt payment of any fee contribution.

The school's Business Model allows for 30% of pupils in each of Years 1-5 (the Primary School Years) to be able to be in receipt of a Bursary if they meet the income threshold for a Bursary. The Bursary is equivalent to a full term's fee remission a year. If you feel you would like to be considered for a Bursary please discuss this in your first meeting with the Senior Manager with responsibility for Admissions who will put you in touch with the Admin Manager.

The financial modelling for this offer means that there is a limit to the number of Bursaries available in the school and that the level of fee remission is fixed as one third of the full fee.

It would be unusual for a bursary award to be made in Kindergarten. If assistance is required at this stage, please contact the School Admin Manager.

Where a bursary grant is made, any deposit paid to the school will be retained by the school at the end of the pupils' schooling.

Criteria

The bursary scheme is designed to support families who cannot afford to meet the full fees. Bursaries will be considered to support families where there is a sudden change in circumstances or where short-term support will help over a difficult period.

The Bursary Committee will consider a number of factors when making the decision in relation to an application for support, and the extent of any support offered. This will take into account all relevant circumstances and factors, including:

- **Financial Need:** It is recognised that judgements about what sacrifices should be made to meet school fees is a personal decision within each family, however, the school has a duty to consider where needs are greatest, and so a range of factors affecting a family's financial position will be taken into consideration, for example whether there is an option of releasing capital.
- **Other factors:** it is recognised that there may be other relevant circumstances which should be taken into consideration, for example the social or emotional needs of the child; ill health within the family.

Application & Process

The Bursary Application form can be downloaded from the website, or hard copies can be obtained from the Finance Officer. This form should be completed as fully as possible, and all requested supporting information should be supplied at the time the form is submitted. Incomplete forms or inadequate detail/qualification may mean that we cannot consider your application.

If adverse changes to personal circumstances occur during the school year, please raise any concerns regarding fees as soon as possible with the Finance Officer.

Bursaries are considered by the School Management Team. You may be asked to meet with the School Admin Manager to discuss your circumstances and provide any further supporting information before a decision is made, where any fee arrangement breaks down, or before a bursary is renewed.

Your application will be viewed only by those who are part of the decision-making process and personal information will be held in confidence. The Trustees are not involved in the Bursary process, but any awards in exception of this policy will require ratification by the Trustees.

Commitment to the School

We rely on parents acting with integrity when applying for bursary funding and in notifying us of any positive changes to circumstances that may reduce the need for support from the school, even if this is part way through a school year.

The school expects parents to engage readily with us when requested, regarding payments and support made, in order that the best decisions can be made for the pupils, the school and its future.

For any bursary queries, please write to or ask to speak with the Finance and Administration Manager Donna James, who can be contacted by email at: finance@bristolsteinerschool.org

Or by post c/o:
Bristol Steiner School
Redland Hill House
Redland Hill
Bristol BS6 6UX