



## **BURSARY POLICY FOR SCHOOLS, PARENTS AND OTHER EDUCATIONAL TRUSTS**

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### **1. INTRODUCTION**

- 1.1 The status of this policy is advisory only. It is addressed to parents of pupils and of prospective pupils, school bursars and educational trusts.
- 1.2 This policy will be reviewed on an annual basis in conjunction with the Charity Commission guidance.
- 1.3 Due to the limited financial resources of the charity not every eligible application for a bursary will be successful.
- 1.4 The children who benefit will be UK residents or children who have the right to remain.

### **2. THE itrust SCHEMES**

The IAPS Charitable Trust (itrust) has four strands: Schools Access Scheme, a benevolent fund, a bursary fund, and a music fund.

#### **(A) THE SCHOOLS ACCESS SCHEME AWARDS**

This was launched in 2015 and is designed to allow children from families that would not normally have the resources to pay for a prep school education the opportunity to benefit from the start in life such an education provides. It is not designed to help middle-income families who cannot afford full fees: most applicants would have qualified under the pupil premium in maintained schools.

Applications must first be made through an IAPS member school. The usual stage of entry is Reception or Year 3. Pupils will not usually have already started at the school. The main exception will be of Nursery places using the government funding.

Each school must be prepared to match the funding of the SAS scheme. This is usually 50% of the school fees. Most years there will be two or three successful applicants. These will not usually be at the same school.

#### **(B) GENERAL BURSARY AWARDS**

The itrust awards a small number of bursaries, usually around £1000 a year and up to a maximum amount of £2,500 per year per pupil. Priority is given to pupils who have already

started their education in independent schools, and whose families' financial circumstances have changed. The support of the school, or intended school, is essential and all awards are subject to an annual needs' assessment review.

The trust does not support pupils in the sixth form or gap year or university students. Small grants may be made to individuals to enable a pupil to stay in a school environment for example from Year 6 to 8.

There will usually only be two to four bursaries each year.

### **(C) BENEVOLENT SCHEME AWARDS**

Objective is to relieve hardship by providing financial support for any of the following persons who are in necessitous circumstances:

- Any person who has or shall have been a member of IAPS as a head teacher who has retired from such headship.
- Any person who has or shall have been an official or employee of IAPS schools the widows, children, or other dependents of any such person as aforesaid or of a deceased person who was at one time a member of IAPS.
- Any other class of persons connected with education or schools and not for the time being members of IAPS as may be specified by IAPS by ordinary resolution with the consent of the directors.

It will also be used to promote the education of children of members or deceased members of the teaching profession by providing financial support for them to continue their education in independent senior schools where their families' financial circumstances are such that they would otherwise be prevented from doing so.

Support offered will be as wide a range of beneficiaries as possible with small grants rather than a smaller number of larger grants. The grant will bridge the gap between the family's income and the fees required. This grant is unlikely to be the primary source of funding. Priority will be given to parent(s) employed or formerly employed in IAPS schools, pupils in key examination years ie. Years 10 and 11 and pupils at schools where the school will match the funding.

### **(D) MUSIC**

The Harrison Memorial Fund awards grants to children in Years 3-8 to assist them attending choral or instrumental courses held in the UK. These typically include residential courses run by National Schools Symphony Orchestra, National Prep Schools Orchestra and Eton Junior Choral Courses, although other courses are considered upon application.

Eligibility and procedures for applications for Harrison Memorial Fund support - an application form for support can be downloaded from course websites named above, or can be requested from the HMF Secretary by emailing [iapsitrustmusic@gmail.com](mailto:iapsitrustmusic@gmail.com). Applications are made by parents who cannot afford the course fees without support. Completed application forms are emailed to the above address, or by post to IAPS head office and proof of earnings will be required to accompany the application. Once the application is received, the HMF Secretary will contact the child's school to confirm details given on the application form, before any award is made. Awards are confirmed by email and the course administrator is informed directly and payment is made directly to the course.

Conditions of award -

Pupils attending the course are asked to write about their experience afterwards and send via email or to head office. This feedback is much appreciated by trustees. If feedback, or

any included photos, is to be used in any publication, further agreement will be sought from parents first.

Deadline for HMF awards is usually mid-May in the year of the course taking place

### **3. ELIGIBILITY AND PROCEDURE FOR APPLICATIONS**

3.1 Bursaries and awards (except from the Harrison Music Fund) are entirely means tested and are awarded on an annual basis to parents who satisfy financial criteria set by the charity from time to time in relation to their income and the value of their capital assets.

It should not be assumed that because one child in a family is in receipt of a grant that other siblings will automatically be awarded one. Every case will be assessed separately.

3.2 Applicants should contact the bursar at the school office in the first instance for more information in relation to the financial criteria set by the charity. Then ask the grant secretary at [itrustgrants@gmail.com](mailto:itrustgrants@gmail.com) for the relevant forms.

There is a seven-page application form in which parents detail such things as their circumstances, income, outgoings, expenditure, assets, capital liabilities and other dependent children.

3.3 All applicants for bursaries and financial support (except from the Harrison Music Fund) are required to undertake an assessment by the charity's externally appointed impartial advisors at the Bursary Administration Limited (BAL) and provide them with any supplemental information that is requested. It is critical that parents answer all the questions carefully and in full. Bursary Administration Limited (BAL) will check applications on behalf of the trust. This frequently includes a home visit and will result in a confidential report being sent to the trust committee. During the home visit families will be asked to provide relevant financial records and respond to questions about their financial history, current situation, and on-going commitments. A confidential report will be sent to the school. The school does not have any input into, or control over, the findings of the independent financial review. This will be an annual occurrence.

3.4 Children of parents with high incomes or high assets are not normally considered for help except when there are compassionate circumstances affecting the financial stability of the family. We anticipate that the families we support will have joint net assets usually in the form of a home and low incomes. They will NOT have any of the following:

- Significant savings
- A child already at an independent school fully funded by the parents
- A second property or land holdings
- Frequent or expensive holidays
- Expensive houses or cars

3.5 The committee reserves the right to exercise its discretion and its decision is final; there is no appeals procedure, and it is the responsibility of the applicants' family to provide true and accurate information. The committee will make awards to families which are the neediest. They will review the award each year to check that circumstances have not

changed, and the pupil's progress, behaviour, attendance, and attitude is in line with the school's expectations.

3.6 All bursaries and awards (except from the Harrison Music Fund) are subject to an annual means-test review by the school's externally appointed advisors (BAL). Nevertheless, should any of the circumstances change, the school must be informed without delay. For example, should the financial position of parents with a pupil already at the school change unexpectedly, they should contact the bursar as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the school could lead to a bursary being withdrawn or withheld.

3.7 The deadline for applications, (except from the Harrison Music Fund) is mid-January each year. In exceptional circumstances the committee will, at their discretion, examine urgent cases that arise outside this timetable.

#### **4. PROCEDURE FOR DETERMINING AWARDS**

4.1 Bursaries and awards are awarded for one academic year and remain subject throughout that period to the conditions of award provided with the letter of offer. Financial Support Awards may be awarded on an annual or termly basis depending on the circumstances surrounding the provision of the award.

4.2 All bursaries are discretionary and are subject to review by the charity at any time. It should not be assumed that because one child in the family receives a grant that other siblings will automatically be awarded on. Every case will be assessed separately.

4.3 Each year the pupil's annual report will be sent from the school to the charity who reserves the right to withdraw the award should the child fail to fulfil their obligations. (See Appendix 2)

#### **5 CONFIDENTIALITY**

All bursary and award applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from a bursary unless informed by their parents.

#### **6 DATA PROTECTION**

All information provided by parents in connection with an application for a bursary or award will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications and the information provided will not be used for any purpose.

#### **7 COMPLAINTS**

The IAPS itrust complaints policy is available from the IAPS office. [iaps@iaps.uk](mailto:iaps@iaps.uk)

## APPENDIX 1

### Procedure for the award of bursary awards

The steps to the award of a bursary or award are as follows:

1. Parents enquire about a place for their child at a school.
2. Parents are sent a prospectus and the registration form, and the availability of bursaries or awards at their chosen school is mentioned.
3. Parents complete the registration form and return to the school along with the registration fee.
4. Parents apply for a bursary or award in writing to the bursar using the school's bursary application form. The school will contact IAPS if they feel a pupil would benefit from an itrust bursary or the SAS scheme and feel they fit the criteria. This is usually done at the start of the spring term and will include a letter of recommendation from the head.
5. Child is assessed through meeting with the headteacher of the school. Head considers offer of a place.
6. The school's bursaries sub-committees (or equivalent) considers an award of a school bursary award.
7. IAPS considers the application for assistance and lets the school and parents know of the outcome.
10. Letter of offer of the award of a bursary and the conditions of award is sent to the parents.
11. Parents accept offer of a place and bursary by completing the acceptance form and returning with the acceptance deposit. Parents will have a home visit from the school's externally appointed advisors (BAL). The findings from that visit are reported to the itrust and the school.

**NOTE: Documents to be provided include:**

Last 3 payslips

Last P60

Latest audited accounts (if appropriate)

Latest management accounts (if audited accounts are more than 9 months old)

Latest self-assessment tax calculation (if appropriate)

Schedule D self-employment income declaration (if appropriate)

3 months' bank statements

Proof of value of investments (may include internet valuation)  
Latest pension and endowment valuation  
Benefit letters (if appropriate)

Latest mortgage statement (on all properties if appropriate) / rent agreement  
Latest loan statements  
Contents insurance schedule

Legal financial agreements

Any other appropriate documents to support the application.

## APPENDIX 2

### Bursary scheme: conditions of award

- 1 **Grant of the award:** All awards and bursaries are granted at the sole discretion of the trust charity.
- 2 **Obligations of the pupil:** A pupil who is the subject of an award is required to work hard, to contribute positively to the life of the school, to be a credit to the school and to set a good example to other pupils. The pupil must adhere to the school's required standards of conduct, attendance, attitude, behaviour, and progress. These are *Purposes of the Award*.
- 3 **Obligations of the parent/s or guardians:** The parents are required to:
  - 3.1 Support and encourage the pupil to achieve the *Purposes of the Award*; and
  - 3.2 Treat the school and its staff reasonably and to uphold the aims and the good name of the school; and
  - 3.3 Comply with the school's Terms and Conditions.
- 4 **Means tested awards:** All means tested awards will be subject to annual review and the parents shall each year be required to complete an assessment. This will usually take place in the spring term and may involve a home visit by an independent company to verify all information provided. This review process may lead to the bursary being amended to reflect the family's circumstances.
- 5 **Continuation of the award:** Continuation of the award is dependent upon the following conditions being fulfilled:
  - 5.1 In the case of a means-tested award, parents satisfying the school's financial requirements each year; and/or
  - 5.2 In respect of all awards:
    - 5.2.1 The financial resources allocated by the school to support the award being enough to maintain the award; and

5.2.2 It being in the financial interests of the school to maintain the award.

5.3 Grants from any of the schemes are not transferable. If a pupil wishes to change school a new application must be made.

6 **Confidentiality:** The value and terms and conditions of the award shall remain confidential between the parents and the school.

7 **Termination of the award:** The award may be terminated on the following grounds:

7.1 **Termination on financial grounds:** The school may terminate an award on one term's notice if, in the opinion of the school governors acting in good faith:

7.1.1 The parents have not satisfied the school's financial requirements under paragraphs 4 and 5.1 above; or

7.1.2 The school is no longer able to continue the award under paragraph 5.2 above.

The termination will take effect from the date set out in the written notice.

7.2 **Termination on the grounds of conduct:** The school may terminate the award by written notice sent to a parent with immediate effect if, in the opinion of the school governors acting in good faith, one or more of the following conditions has been fulfilled:

7.2.1 A pupil has not complied with the obligations set out in paragraph 2 above and in the further opinion of the governors there has been no significant improvement following consultation with a parent and/or the pupil and a written warning; or

7.2.2 A parent has not complied with the obligations set out at paragraph 3 above; or

7.2.3 The value and terms and conditions of the award do not remain confidential in accordance with paragraph 6 above; or

7.2.4 The pupil is withdrawn without a term's written notice.

7.3 **Repayment of the award:** A parent will be required to repay all, or part of the benefits received under the award if it is terminated in any of the following circumstances:

7.3.1 Under clause 7.1.1 above if a parent has knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable.

7.3.2 Under clause 7.2.1 above, if a pupil has been found to have committed a serious breach or a series of persistent minor breaches of School discipline for which the sanction would normally be

expulsion or required removal, up to three terms' benefits (if received) may be repayable; or

- 8 **Fees in lieu of notice:** Fees in lieu of notice are still payable for the proportion of the award normally payable by the parents of the bursary award recipient.
- 9 **Terms and conditions:** These conditions of an award take precedence over any of the school's terms and conditions which are inconsistent with them but in all other respects the terms and conditions as amended from time to time shall apply and these conditions of award shall be interpreted in accordance with them.

*Note: these conditions must be shown on the reverse side of every letter offering a bursary.*

D Cawthorne

November 2020 v. 3