

Wakefield Grammar School Foundation

Bursary Policy

1. Aim

The aim of this policy is to provide a framework for the Foundation that enables it to offer financial support in the form of bursaries to able pupils who would otherwise not be able to attend and benefit from the Foundation's schools. It should be read in conjunction with the Foundation's Public Benefit Policy. The object of the Foundation, a charitable company is given below:

"The object for which the company is established is to advance education by the provision of a school or schools in or near Wakefield or elsewhere in Britain and by ancillary or incidental educational activities and other associated activities for the benefit of the community."

Bursaries are known as Foundation Awards at Wakefield Grammar School Foundation.

It should be noted that the majority of the bursarial support available is in the two senior schools as Governors believe that supporting pupils through their examination years provides a greater benefit than that for junior school pupils.

2. Qualification for a Bursary

In order to qualify for a bursary, a pupil must meet the academic entrance criteria for the Foundation school being applied for. Details of the entrance criteria are found in the Foundation Admissions Policy and also in the individual schools' admissions policies.

It should be noted that qualification for a bursary does not necessarily mean that a pupil will be offered a bursary. When there are more qualifying pupils than there are bursaries available, bursaries for qualifying pupils will be offered based on achievement in the schools' entrance examinations.

Children of Foundation staff or Governors can also apply for a bursary subject to the conditions detailed in the Admissions Policy and the Fee Remission Policy.

3. Access to Bursaries

Any pupil can apply for a bursary and indeed the Foundation welcomes applications from a cross-section of the community. The availability of bursaries and how to apply is clearly noted on the Foundation website (www.wgsf.org.uk), in the school prospectuses and in other Foundation literature which may be

handed out at the annual Information Morning in October or other recruitment events at the schools. The information may also be mailed out to prospective parents. In addition it is noted in any advertisements placed in newspapers, magazines and on radio. Parents can also find out information about bursaries and how to apply by calling the schools and/or the Governors' Office directly.

4. Monetary Amount of Bursaries Offered to Pupils

Annually, as part of the budget process, the Governors will identify a sum of money available for bursaries. The Governors will review the guidance published by the Charity Commission to ensure that the bursary provision for the year will satisfy the public benefit requirements made on charities. Further to this the Governors will also consider the financial forecast for the year and the level of reserves to ensure any award of bursaries does not have a significant adverse effect on the Foundation's financial stability.

5. Type of Bursaries Offered

Bursaries are typically provided to qualifying pupils as a reduction in school fees of 25%, 50%, 75% or 100% which is effectively a free place. Occasionally a bursary may be increased, at the discretion of the Head, with an amount from a scholarship fund.

5.1 Senior Schools at Year 7

Each academic year both senior schools provide as standard bursaries in Year 7 (the first year of senior school) the equivalent of 8 places as follows: 4 places with a 25% bursary, 4 at 50%, 4 at 75% and up to two totally free places. This award is then carried forward through a pupil's time at the senior school until he or she leaves. Subsequent to the initial award of a bursary, the parents or legal guardians of recipients of awards are requested to fill in a financial questionnaire each year and provide documentary evidence that their income is still within the qualifying parameters.

Further bursaries have been offered in respect of the academic years between 2009/10 and 2016/17 to qualifying pupils over and above the standard bursaries noted above reflecting the higher number of applicants resulting from the current difficult economic conditions.

5.2 Senior School at Year 12 (entry to 6th Form)

Further bursaries are available to pupils entering the 6th Form at both QEGS and WGHS from outside the Foundation. These are means tested as above and awards are made on a case by case basis. There is no limit on the number of awards available in the 6th Form.

5.3 Junior Schools (Year 3 to Year 6)

Both junior schools offer the equivalent of 2 places as bursaries although no single award can be greater than a 50% reduction in school fees.

5.4 Nursery and Pre-Prep Schools (Reception, Year 1 and Year 2)

Bursaries are not offered at all to pupils in Nursery and not generally to pupils in the Reception, Year 1 and Year 2 year groups unless there are exceptional circumstances. In this event any bursary offered to pupils in these age groups must be agreed by the Head and the Bursar.

5.5 Other Circumstances

Bursaries may be available to pupils in the Senior Schools in year groups other than year 7 if a pupil in that particular year group with a bursary already awarded leaves the school or no longer qualifies.

As noted in Section 2 headed *Qualification for a Bursary* above, a pupil does not automatically qualify for a bursary. All bursaries are subject to funds being available. Typically the Foundation will receive more requests for bursaries from qualifying pupils than there are available and therefore the bursaries are awarded based on performance in the schools' entrance assessments or examinations. This may mean that a qualifying pupil may not be offered a bursary or may be offered less than he or she would otherwise qualify for.

6. Means Testing

The level of bursary that may be offered to a pupil is dependent on the financial circumstances of the child's parents or legal guardians. The Foundation has agreed cut off levels at which bursarial support may be offered. Prospective parents or legal guardians are required to complete a financial questionnaire detailing all assets, income and specific outgoings including payroll deductions for tax and national insurance along with mortgage interest. Full details are available on the questionnaire. All applicants must attend a compulsory interview with the Bursar and Clerk to the Governors or the Finance Administrator to discuss the application and the detail provided on the questionnaire. The Foundation effectively assesses after tax household income which will include where applicable a notional income based on assets, investments and equity in property and/or a business if relevant. An allowance is given for any other children in full time education. As of September 2016 bursaries were available where net household income was below £40,000.

7. Other Factors to Consider

Factors that may be taken into consideration when assessing a child for a Foundation Award

- Potential earning capacity of the family
- Potential to release equity from property or other investments
- Potential contributions from absent parents
- Applicants for Foundation Awards would not generally be expected to have: homes valued at more than £300,000 (*as at September 2015*), frequent or expensive holidays, expensive cars, second properties

8. Associated Benefits

The recipients of the free places also receive financial assistance with the cost of uniform, travel and essential school trips. Recipients of other bursaries (e.g. 75% reduction off the full fees) may qualify for assistance with uniform, travel and trips depending on their particular individual circumstances.

9. Confidentiality

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

Review History	
Policy written	October 2010 (L Perry)
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