

# ROEDEAN

## Bursaries Policy

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### Introduction

The Council of Roedean view bursary awards as important in helping to ensure that girls from families who would not be able to afford the fees access the education the School offers.

Roedean's bursary awards can be made available to all who meet the general academic entry requirements. They are made after assessing parental means, either before a pupil joins the School, or to relieve hardship when an existing pupil's education would be at risk. However, Roedean is almost totally reliant on fees and when funding awards, it has to ensure that there is a balance between fee-paying parents, many of whom are making considerable personal sacrifices to fund their child's education, and those benefitting from awards. The Council of Roedean set aside each year a percentage of gross fee income for funding concessions of fees in both the senior school and the junior school.

Bursary awards for pupils applying to the school can be up to 100% remission of fees. The 100% bursaries are referred to as **Brighthelm Awards** and for the girls in receipt of these awards there is also a hardship fund to assist with the costs of co-curricular activities, school trips, uniform and travel to and from the school. There can be only three Brighthelm pupils in the school at any one time. Bursaries are also awarded to pupils already in the school to relieve hardship and these can be for any amount, but are typically between 10% and 30% remission of fees.

Bursaries, and other concessions, for pupils in Roedean Junior School are outlined in the section at the end of this paper called Junior Bursaries.

### External Bursary Applications

Pupils wishing to enter the school can apply for a bursary during the Autumn Term preceding the September they wish to join Roedean.

All applicants complete a Bursary Application Form, available from the Admissions Department, and this must be submitted, along with all supporting documentation, to the Bursar's PA no later than **31 December**. Applications for external bursaries cannot be accepted after this date. All applications will then be assessed and the final decisions will be taken by the Bursary Awards Committee who meet at the **end of January** each year. All applicants will be informed of the decisions shortly after the meeting.

Although bursaries are means tested awards, additionally, a potential pupil must have passed the general entry requirements. Preference will be given to those with the potential to gain the most from the educational provision. In assessing means, we take a number of factors into

consideration including family income, investments and other assets as well as looking at family outgoings. Bursaries may be withdrawn if, in the opinion of the Headmistress, a pupil's attendance, progress or behaviour no longer merits the continuation of the award.

The Bursary Awards Committee is chaired by a member of Council and is made up of Council member(s), the Headmistress, the Bursar and Admissions staff. The Committee consider awards for potential pupils for the September of that year together with any appropriate internal bursary applications. They do not consider awards for future years.

Bursaries may be awarded to children joining any year from Year 7 to 6<sup>1</sup>. They are not awarded to pupils joining Year 6<sup>2</sup>.

Bursaries may be awarded in addition to other awards made by the school, for example sibling discount, ORA discount or scholarship award. There are some exceptions that are outlined in other sections of this policy.

All bursaries are subject to verification and annual reassessment each year which could be in the form of a home visit.

As mentioned above the Bursary Awards Committee will look at a number of factors when assessing means, however in order to give potential applicants an idea of the level of bursary that might be awarded, the Council of Roedean has given the following guidelines. The Brighthelm Award is normally given to a girl where the family has an assessable income\* below £18,000 per annum. Bursaries are not normally awarded to families where the assessable income is above £65,000 per annum. A sliding scale is in place for families with an assessable income between these two parameters.

It is important to appreciate that, although an applicant's assessable income might fall within the range given above, funds available for bursaries are limited and Roedean will not be able to satisfy all applicants.

\*Assessable income is broadly defined as gross family income. An allowance is given, equal to the fees paid, for any other child attending Roedean School.

## **Internal Bursary Applications**

Internal bursary applications are for pupils who are already in the school and their purpose is to help to relieve financial difficulties when an existing pupil's education would be at risk, for example in the case of redundancy.

As with external applications, a Bursary Application Form is to be completed and, along with all supporting documentation, passed to the Bursar's PA. This may take place at any stage of the year. The Headmistress and the Bursar will assess this application and the applicant will be informed of the decision.

The assessment is the same as for external awards and may apply to all children in the senior school. Priority is given to those pupils who are in public examination years. They may be awarded in addition to other awards that the pupil may have.

The awards are not retrospective and any debts incurred up until the point of the award will remain in place and the applicant will still be liable.

As with external bursaries, these bursaries are subject to annual reassessment and at any time if the hardship is relieved by other circumstances. Applicants are to immediately inform the Bursar if and when there is a change in their financial circumstances. It is important that applicants understand that this award is to relieve hardship and is only available for the period that this hardship exists.

## Other Assistance

Roedean discounts the fees for **siblings** where parents have two, or more, children in the senior school or the junior school (not in the nursery or reception classes) or in each. This discount is 5% of full fees and the concession is only applicable whilst the siblings are in the school at the same time. For the avoidance of doubt one child pays full fees and the siblings are discounted by 5%. In some instances, normally where large bursaries are awarded, the siblings are taken into consideration at the time the award is made and a sibling bursary is not awarded.

The school also offer discounts to pupils whose parents are in the **Diplomatic Corps (10% of full fees)** and of those who have a parent in the **Old Roedeanians' Association (5% of full fees)**.

Additionally the school offers 10% discount of full fees for pupils who have a parent in the **clergy** or in the **armed forces**. Please see below for additional information relating to specific bursaries for such pupils. These awards are only applicable whilst the parent is in, or employed by, the organisation which qualifies them for this award. However, the parent may make an application to Roedean for their award to be continued for the period their child is at Roedean.

Roedean also awards a staff discount of fees for **staff** employed by Roedean either in the senior school or the junior school. Staff discounts cannot be combined with any other award. Staff discounts are pro-rata for part-time members of staff.

The school continues to award **academic, performing arts, musical and sports scholarships**. A single scholarship can be awarded up to the level of a 10% reduction of full fees.

The awards in this section are not mean tested.

## Clergy Bursaries

Roedean, in the senior school, makes specific provision to provide bursaries to the following:

- Daughters of the clergy of the Church of England or Anglican Communion; and
- Daughters of serving, retired or deceased members of Her Majesty's Forces.

Despite the two classes of potential applicants, the award is simply known as a **Clergy bursary**.

Clergy bursaries are means tested awards and pupils need to pass the general entry requirements. In assessing means, a number of factors are taken into consideration including family income, investments and other assets as well as family outgoings.

As with external bursary applications, these awards are for pupils who are not yet in the school but are considering joining in the next September. All applicants are to complete a Bursary Application Form, available from the Admissions Department, and this is to be submitted, along with all supporting documentation, to the Bursar's PA no later than **31 December**. Applications after the 31 December will not be considered. All applications will then be assessed and the final decisions will be taken by the Bursary Awards Committee at the end of January each year. All applicants will be informed of the decisions taken at that meeting soon after. As mentioned above there is specific provision for the funding of Clergy bursaries.

This specific provision allows Roedean to be able to award approximately 80% of day fees (45% of boarding fees) to one single girl or spread over more than one girl in each year. When there are no successful applicants from the classes of potential applicants above, this provision may be used to fund bursaries to any other potential pupils.

## **Junior Bursaries**

Bursaries awarded to potential pupils in Roedean Junior School are called **Junior bursaries**.

Junior bursaries are awarded in the following preference order:

1. Daughters of clergymen of the Church of England or Anglican Communion;
2. Daughters of serving or retired officers of Her Majesty's Forces; and
3. Boys up to the age of 12 and other girls.

They are means tested awards and the application process is the same as senior school external bursaries.

Junior bursaries may be awarded to children joining any year from Year 1 to Year 6. They are not awarded to pupils in the nursery or reception years. Bursaries awarded in Roedean Junior School do not transfer to the senior school automatically, although applicants can reapply in the year that their daughter is moving to Year 7.

Applications received after 31 December will not be considered.

Internal bursary applications in Roedean Junior School are considered in the same way as for the senior school. They are not awarded to pupils in the nursery or reception years.

## **Finally**

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