



BURSARY POLICY

Last Review Date:	September 2025
Policy Owner:	L Anindita-Beckman
Approved by:	Governing Body
Next Review Date:	September 2026

1. INTRODUCTION

- 1.1. A bursary or renewal of bursary is awarded at the sole discretion of the school.
- 1.2. It has been the policy of Canbury School to support promising and suitable pupils who have been unable to pay full fees. The Governors of the School continue to uphold this policy and are committed to broadening access by offering to eligible parents' means-tested support with the payment of school fees.
- 1.3. Bursary support at all levels of up to 30% of fees may be available, depending on the financial circumstances of applicants.
- 1.4. All such awards are subject to annual testing of parental means and may be varied upward or downward depending on circumstances. Awards are assessed on the basis of a completed Statement of Financial Circumstances which is available from the Bursar.
- 1.5. Bursary holders and their families will be asked to feedback on the impact that attending the school has had on their child during their time at the school.
- 1.6. Requests for financial support usually fall into three categories:
 - New applicants to the school, who apply for a bursary on registration to the school, where the family of the applicant would be unable to fund some or all of the tuition fees in the event that their child is offered a place at the school;
 - Existing pupils where there was a reasonable expectation of paying the fees on registration to the school and where a wholly unforeseen change in their family's circumstances has resulted in difficulty in meeting tuition fee payments subsequent to entry which may result in the child being withdrawn part way through a key stage of their education.
 - Looked after children as defined by section 22 of the Children Act 1989.
- 1.7. Applications for Bursaries should be addressed to:

The Bursar
Canbury School
Kingston Hill
Kingston-upon-Thames
Surrey KT2 7LN
Email: bursar@canburyschool.co.uk
Telephone: 0208 549 8622

2. The Case for Assistance.

The Head and the Bursar will consider a number of factors when making the judgment as to the justification for support and the extent of such support:

- 2.1. Student's Suitability: Bursary funds are limited, and the school exercises discretion in awarding a bursary. Each student to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission and possess the potential to develop the quality of their work and benefit from participation in the wider, extra-curricular activities on offer at the school. Each new applicant should meet the School's normal entry requirements. Previous school reports will be consulted.
- 2.2. Financial Considerations: The amount of the bursary award is not influenced by the level of the ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the school's ability to fund these within the context of what is viable within its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the school has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:
- *The ability to improve the financial position or earning power of the family.* For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependants, or the requirements of their partner's work.
 - *Opportunities to release any capital.* Significant capital savings and investments would be expected to be used for the payment of school fees as would equity values in houses. For example, families with more than one property may be expected to release the equity in one or more of their properties.
 - *Where parents do not live together, the financial circumstances of both parents' households.* Both parents and their households will be assessed unless there is sufficient evidence that it would not be reasonable to do so. The assessment is based on the school's assessment of both parents' ability to contribute to the school fees.
 - *Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.*
 - Where fees are already being paid to other schools or child care providers, the school will take this into account when considering the appropriate level of award for new bursary applicants. The reasonableness and sustainability of these arrangements will form part of the annual review on an ongoing basis
 - The school considers that the following may not be consistent with the receipt of a bursary:
 - frequent or expensive holidays;

- new or luxury cars, including those on hire purchase; o Investment in significant home improvements which are not required as part of the essential maintenance of the family home;
- A second property/land holdings unless part of a business, which is providing adequate income to be considered as such;
- Regular, excessive expenditure;
- The use of disposable income to repay loans for any of the above or to repay, for example, directors' loans to personal companies;

3. NEW ENTRANTS TO THE SCHOOL - THE APPLICATION PROCESS

Bursaries are available to students entering the school at any year group. Bursaries are awarded at the discretion of the Governors, and the Head and Bursar are responsible for the management and coordination of the process:

Step One: Those seeking a bursary must declare their intention to apply for bursary assistance when they register online (and pay the registration fee) for a place at the school. They will then be sent a link to the online bursary application form at the beginning of the autumn term in the academic year they are sitting the entrance exam. This form, which seeks to establish the financial circumstances of the household, requests details of income, expenditure, capital and debt and must be supported with full documentary evidence. The completed form, together with the supporting evidence, must be submitted online before the published deadline. Applications submitted after the deadline or incomplete applications will not be accepted. Applicants who may have difficulty in meeting the school registration fee payment should advise the admissions team, and the school may use its discretion to waive this payment. No charge is made for bursary applications.

Step Two: The Bursar, together with a third-party specialist company (Bursary Administration Limited), using benchmarking criteria, assesses all applications in order to establish the likely level of support which will be required in order to allow the child to attend the school. This may involve the Bursar, their representative, and/or a 3rd party specialist company, visiting the families at home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. Families who do not make themselves available for a home visit will not be able to proceed with their bursary application.

Step Three: The Bursar prepares a recommendation for candidates who require support. This is discussed with the Head, and a joint recommendation is then reached.

Step Four: The joint recommendation may be discussed with governors, as necessary, for approval.

Step Five: Parents/guardians to be advised of their suitability for an award. All awards will be dependent upon the pupil satisfying the School's entrance requirements.

Step Six: The individual(s) completing the bursary application sign to confirm that they have read and understood the terms and conditions relating to a bursary award set out in Appendix A.

4. Existing Students - Change in Family Circumstances (Hardship Bursaries)

- 4.1.** If a place is accepted for a student without an entrance bursary, financial assistance is only provided where a family's ability to pay has declined suddenly and significantly due to wholly unforeseen circumstances. These hardship bursaries are intended to provide short term support until the next natural break in the pupil's education which is usually the end of the term to which the hardship bursary applies. Applications for short term hardship bursaries must be made in a timely fashion and before the fee in question falls due.
- 4.2.** Families with a child at the school whose financial circumstances suddenly change for another reason will be asked to write to or to meet with the Bursar to explain their situation. Applicants may be invited to apply for a bursary using the online application forms. It is likely that the application will include a further interview and/or home visit. Such awards are subject to the availability of funding, are intended for short-term support and cannot be guaranteed. For the avoidance of doubt, the decision to privately educate a sibling in circumstances in which that sibling is deemed not eligible for financial support from their school does not make an existing Canbury student eligible for support from the School.

5. Applications made by one parent only

An application will be deemed to be incomplete if it does not contain details of the financial circumstances of both parents. Separated or divorced parents may, if they prefer, complete separate applications for each of their households. In very limited circumstances the school will consider an application from only one parent. The parent making the application will need to provide evidence as to the absence of the other parent. Examples of evidence that would be accepted might be the child's birth certificate showing only one named parent. The bursary FAQs provide more information about sole parent applications. Parents making an application without the consent of another parent should be aware that the mere fact of divorce or separation is not sufficient evidence of the other parent's inability to support the child financially. Nor is the financial contribution they may be required to make under a court order.

6. Annual Review and continuing duty of disclosure

- 6.1.** All bursary awards are subject to repeat assessment of parental means at least once a year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms during the spring term of each year. For those previously in receipt of bursaries, the Head, the Bursar, and, where necessary, the Governing Body, have the discretion to recommend the reduction or withdrawal of an award where the parents have failed to support the school, for example by the late payment of any contribution they are making to the fees. Bursary support will not continue if the bursary application forms are not completed and returned, with supporting documentation, by the requested date.
- 6.2.** All bursary awards are subject to an ongoing duty of disclosure. Along with an annual review, bursary holders are required to inform the school of an

improvement in their financial circumstances whenever a change in circumstances occurs, even if it occurs outside the annual review period. Notifying the school of a change in circumstances will trigger an assessment of parental means. Any failure to disclose a change in circumstances may result in the bursary being withdrawn or reduced, and parents may be required to repay some or all of the bursary award. Parents should ensure they understand the terms and conditions of the bursary award before accepting a place at the school with a bursary award.

6.3. A change in circumstance would include the following:

1. receipt of an inheritance;
2. increase in salary or bonus payments greater than that submitted in the annual review;
3. decision to educate other children in the family at fee paying schools, where some or all of the school fees for other children will be paid by the household;
4. other children in the family, who have previously been educated at fee-paying schools, reaching a natural break in their education, for instance, finishing year 6 at a preparatory school or finishing year 11 at a fee-paying senior school.

7. Withdrawal and/or repayment of bursary

- 7.1. The bursary may be withdrawn at any point (including before the student starts at the school) if incomplete information is provided, or information relevant to the assessment is excluded, or attempts are made to conceal or mislead the school in its assessment. This includes, for example, failing to disclose funds or assets held abroad, failing to disclose certain bank account statements, or the practice of moving assets during the bursary assessment period.
- 7.2. In addition to the withdrawal of the bursary, parents may be required to repay bursary funds obtained based on false, misleading or incomplete information.
- 7.3. The bursary may also be withdrawn with immediate effect if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.
- 7.4. If a bursary is withdrawn, parents may be required to pay any additional sum required to meet the full acceptance deposit.

8. Confidentiality

- 8.1. The school will share appropriate information with Bursary Administration Limited, the company that undertakes some of the bursary reviews on the school's behalf. Further information about how the school shares data with Bursary Administration Limited can be found in the school's privacy notice for parents on the school's website.

9. Other Sources of Bursary Assistance

In addition to the School's funds, there are some educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school but, due to a change of circumstances, may be unable to remain. Canbury School encourages parents to apply for such support where it is felt a good case can be made for assistance.

Further information may be obtained from The Educational Trusts Forum <http://www.educational-grants.org/>

10. Decisions regarding bursary support

The school receives a large number of applications for entrance bursaries and for hardship bursaries annually. Each request is comprehensively assessed on its own merits and it is the school's intention to support as many as it can. Funding is limited however, and it is not possible to approve every application or to provide justification for each decision. The school's decision is final.

APPENDIX A

[Bursary Terms & Conditions](#)