

Bursary and Scholarship Policy

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VERSION HISTORY

Version Number	Amendment(s) Or Formal Review	Date [Month/Year]	Summary of change(s)
1.0	Formal Review	December 2022	Formal Review and Approval at Full Governing Board
1.1	Amendment	March 2024	Updated Role Descriptors / Titles; Converted to new policy template and structure. Presented as a CSF-wide policy rather than school-specific.
1.2	Amendment	June 2024	Error Page 5, text removed



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1. INTRODUCTION

The governors of Coventry School Foundation (“CSF / the Foundation”) wish to ensure that the opportunity for children to benefit from the education offered by the school is not unreasonably restricted by the parents’ ability to pay fees. Provision for financial assistance is made within the schools’ budgets and an award made from this provision, known as ‘a Bursary’, may be made in the form of a remission of up to 100% of the tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of the applicants. Any Scholarships awarded may be supplemented by bursary funding up to 100% remission of fees.

To ensure that people in genuine poverty are not excluded, as well as covering tuition fees, bursaries may be extended to cover or contribute towards the costs of such additional items such as school lunches; uniform; travel costs; equipment required for educational, sports or co-curricular activities; and foreign exchange and other educationally important trips.

2. BURSARIES

The School’s bursary programme is generous and is designed to make it possible for as many as possible of those who meet the entry criteria to take up a place within one of our schools. The School offers awards annually to entrants at the main points of entry (Years 7 and 12), where the parents have indicated on the application form that they require financial support. Bursaries are means-tested in accordance with set criteria as detailed on the application form, based on a dual consideration of academic ability and financial need. Both parents are required to provide proof of their income and assets. The level of support varies according to the parental need but can extend to 100% remission in exceptional cases of proven need. Before the offer of a bursary is confirmed, a member of staff or a Governor could arrange to visit the family at their home.

The award of a bursary is specifically to allow a child whose parents may not otherwise be able to afford tuition fees to benefit from a place at one of our schools. The award is intended for those with no other financial choice and who otherwise could not afford the tuition fees; it is not intended to facilitate other options or to support a pre-existing lifestyle.

The Governors therefore consider that the following would not be consistent with the award of a bursary:

- household income (gross income) in excess of £65,000;
- net assets should not exceed £300,000;
- substantial savings or investments of more than £60,000;
- receipt of any means-tested state benefit;
- if only one parent is employed unless one is prevented from doing so through incapacity;
- more than one property;
- investment in significant home improvements;
- mortgages on excessively expensive properties;
- substantial equity in homes;
- frequent or expensive holidays;
- new or luxury cars.



Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that the child attends the school. Levels of support may vary with fluctuations in income or wealth.

It is recognised that judgments about what sacrifices a family should make to pay school fees will be personal and the level of awards is therefore not rigid, 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 partners 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 value in houses;
- in cases of separation, the contribution made by the absent parent;
- contribution to household costs by other, wider, family members; any adults unrelated to the child; or, by outside sources.

Please Note - if at any time school fees are in default for more than 30 days a bursary can be withdrawn without notice.

1.1 Priority

Priority will normally be given to children entering the senior schools. Requests for financial support usually fall into two categories:

- New applicants to the school where a place has been offered but the parents / guardians are unable to fund the tuition fees.
- Existing pupils where a change in parents / guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn partway through a stage of education.

A number of factors will be considered when making the judgement as to the justification for support and the extent of such support. In the main the child suitability for the school is the first consideration in granting support.

1.2 Suitability

In assessing a child's suitability attention, will be given to their academic assessment, but potential will also be considered as well as actual achievement. Each applicant must meet the schools' normal academic requirements and any pupil 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 his / her work. A considerable degree of commitment and effort will be required, and good record of effort and behaviour in previous schools will be essential with references taken. The Coventry School Foundation sets very high academic standards and so it will normally follow that those achieving the highest results in the Entrance Examination will be deemed most suitable. Consideration will also be given to how a pupil might benefit from participation in the wider, co-curricular activities on offer at the schools. However, any constraints on earlier achievement, such as illness or lack of opportunity, will also be considered.



1.3 Financial Limitations

Although the priority in making an award will be suitability, the amount offered will be based on financial need. Parents / guardians must be clear that achieving the normal academic requirements alone will not guarantee bursary support, as our funds are limited, and experience shows us that demand surpasses the available funds every year. However, each case will be assessed on its own merits and awards made accordingly subject to the available funding in the level of demand.

3. SCHOLARSHIPS

Scholarships are awarded for academic, music and artistic merit on initial entry and further academic, art, music and sporting scholarships on entering the Sixth Form. The Heads of School make recommendations to the Governing Body which, acting through the Scholarships and Bursaries Committee held annually in January, authorise the awards.

The Scholarships available are as follows:

- **Year 7 Entry Scholarships.** Awarded to pupils entering the senior schools at Year 7. These are known as Katherine Bayley^j, Fairfaxⁱⁱ and Governors' Scholarships and are awarded in categories English maths music art and general.
- **Sixth Form Scholarships.** Sixth Form Scholarships are awarded based on performance and interview.

All scholarships are awarded on the basis that the academic (or, where relevant, the musical, artistic or sporting) performance of the holder is maintained at a satisfactory level. In the event of a failure to maintain standards and / or behaviour, the Governors may withdraw the award.

Scholarships are based on a percentage of the fee at any given time.

4. SUPPORT BURSARIES

The Governors and Heads of School believe that once a pupil is admitted to the School, they should remain within it as long as they and their parents wish them to do so. Sometimes circumstances change and parents find difficulty in paying the fees.

In such circumstances, the Head is authorised by the Scholarships and Bursaries Committee to allocate a Support Bursary if supported by the Chief Operating Officer. It must be understood that such support is in no way guaranteed.

An award may be made for an academic year for the entire Sixth Form or for a term depending on the circumstances and all such awards are validated annually.

1.4 Criteria for the Award of Support Bursaries

There are no set criteria for the award of Support Bursaries and in the past, such awards have been made for various reasons to support a period of financial hardship. It is however unrealistic to suppose



that the School can cover all eventualities and parents are encouraged to take out insurance to cover such circumstances. Divorce and separation can lead to difficult circumstances for all concerned however, parents must appreciate that in general the School cannot be expected to fund fees in such circumstances. Support Bursaries may also be awarded to new Sixth Form entrants.

5. OTHER AVAILABLE AWARDS

5.1 Sage and Wyley Trusts

The Sage and Wyleyⁱⁱⁱ trusts provide funds towards the cost of projects, expeditions or travel undertaken by former pupils relevant to studies at any institution of further education. The Sage trust will assist former pupils of Bablake with any of the above in any subject, but The Colonel Sir WF Wyley funding is restricted to those former pupils of either school studying science subjects. Application should be made to the Head giving full details of the purpose for which funding is sought.

5.2 Awards from Other Sources

Other available sources of academic support for the school are:

5.2.1 Coventry school Education Trust (CSET)

The CSET provides funding to support existing parents who find themselves in financial difficulty. The Senior School Heads bid for funding in January and June each year.

5.2.2 The White House Trust

This trust was set up to provide scholarships but may in certain circumstances provide support bursaries for pupils in the Sixth Form at Bablake. The trustees (of whom the Bablake Head is one) meet bi-annually.

6. REVIEW PROCESS

6.1 Scholarships

At present, once a scholarship is awarded, it remains in place throughout the pupil's time at the School. A review is to be carried out during Year 11 to determine eligibility and applicability, dependent upon academic progress and ongoing scholarship potential. The Heads have the right to review individual current scholarships in accordance with the letter detailing the award.

6.2 Bursaries

The Finance Office is responsible for the annual financial review of all bursary awards. An annual assessment of each parent's financial position is carried out using such data as P60s, signed annual accounts for self-employed, bank and mortgage statements, etc.. This is then benchmarked against historic data and if required, a revised bursary award is made against the recognised bandings.



7. POLICY REVIEW, APPROVAL & PUBLICATION

This policy is to be reviewed annually in December in accordance with the Foundation’s admissions cycle.

The Chief Operating Officer has strategic oversight of this policy which is reviewed every year unless otherwise required owing to a change in policy/legislation or guidance; once reviewed, the policy is presented to the Finance and Resources Committee for review and recommendation to the Full Governing Board for final approval.

8. RELATED POLICIES AND PROCEDURES

This policy may need to be read in conjunction with the CSF Admissions Policy and alongside information available in the Admissions sections on each of the School websites.

9. APPENDICES

There are no appendices to this policy.

END

Distribution	For Action	For Information
	School Heads Finance and Resources Committee	Chair of Governors Vice Chair of Governors

ⁱ Dying on 20th February 1730, Katherine Bayley had provided in her will some £600 of her estate to be devoted to the education of children in reading writing and accounting.

ⁱⁱ Fairfax School in Coventry was established as the result of charitable endowments in the 17th Century.

ⁱⁱⁱ *The Sage Scholarship*: tenable in any subject by a former pupil of Bablake School at any university, college or other institution of further education (including professional and technical education) approved by the trustees. *The Colonel Sir W F Wyley Scholarship*: available to former pupils but restricted to those studying science.

