

HULME GRAMMAR SCHOOL

BURSARIES POLICY

This Policy is applicable from year 7 through to year 13

Means-Tested Bursaries

General

The Governors of Hulme Grammar School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support for the payment of school fees. This support is known as a bursary and takes the form of a discount of up to 100% of the tuition fees depending on the academic performance of the pupil and the socio-economic circumstances of the parents.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on any changes in the parents' socio-economic circumstances.

Awards are made by reference to a scale of remissions relative to the family's economic circumstances. This scale of awards is reviewed on a regular basis. Although the awards are linked to this scale, they may be varied upwards or downwards depending upon other factors such as individual parents'/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other considerations.

Requests for financial support usually fall into two categories:

- New applicants to the school whose parents do not believe themselves able to pay the full school fees.
- Existing pupils where a sudden unforeseen change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a critical stage of education.

New Applicants to the School

Awareness

Information informing the parents/guardians of potential pupils about the means-tested financial support can be found on the [school website](#) or by contacting the [Admissions department](#).

The Application Process

Bursaries may be made available to parents/guardians of children entering Year 7 or Year 12 of the school. ([See the School's Admissions Policy](#)).

They are awarded at the overall discretion of the Governors and the Principal, with the school's Finance Team being responsible for the management and coordination of the process. The school's means-tested bursary awards are assessed by an independent company, Bursary Administration Limited (BAL), on behalf of the school and your information will be shared with BAL in accordance with the School's [Privacy Notice](#).

Step One

Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the family by requesting details of income, expenditure and capital. The completed forms should be submitted to the school via the BAL online application form. Application deadlines vary depending on the year group, for more information visit the Bursary section of the school website.

Step Two

On behalf of the school, BAL 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. BAL follow their processes and procedures to thoroughly enquire into the applicant's family socio-economic circumstances.

Step Three

Working with BAL, the school's Finance Team prepares a recommendation on the amount of the award for each applicant in accordance with the Hulme Grammar School Scale of Awards. The Principal, with the School's Senior Leadership Team, considers each application and produces a list of the awards to be offered based on the advice received from the school's Finance Team.

Step Four

At the beginning of March each year, the parents/guardians are advised whether their child is to be offered a place at the school and of any bursary offer that is being made.

Step Five

Parents/guardians are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to the conditions relating to the bursary.

The Case for Assistance

The Principal and the school's finance team will consider a number of factors when making the judgement as to the justification for support and the extent of such support. In the main, the child's suitability for the school is the first consideration in granting support. Households with a joint income of up to £80,000 will be eligible to apply for bursary support.

Suitability

In assessing a child's suitability, attention will be given to the entrance assessment result, the previous reports and all other relevant information about the previous education and attainment of each applicant. Potential will also be considered as well as prior attainment and actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Principal, be likely to flourish at the school.

Financial Limitations

Each case is assessed on its own merits and awards are made accordingly, subject to the school's ability to fund these within the annual 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 awards are correctly allocated and so as well as current earnings other factors which will be considered in determining the necessary level of award will include:

Opportunities to release any capital

Significant capital savings and investments would be expected to be used for the payment of school fees as would the equity values in houses.

- In cases of separated parents the contribution made by the absent partner
- Contribution to household costs by other family members, any adults unrelated to the child or by outside sources.
- The school's award may take into account outgoings such as fees being paid to other schools (or universities).
- Acknowledging that others might have a different view, the school considers that the following would not be consistent with the receipt of a bursary:

- Frequent or expensive holidays
- New or luxury cars
- Investment in significant home improvements
- A second property or land holdings

Other Factors

It is recognised that in addition to prior academic attainment and potential, as well as financial constraints, there may be other circumstances which should be considered. These include:

- Where a child has siblings at the school.
- Where the social needs of the child are relevant (eg : may be suffering from bullying at their present school).
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a separation has resulted in the child having to be withdrawn from the school adding to the stress of coping with the parents/guardians separating.
- Existing Pupils - Change in Family Circumstances.

The school may, if funds are available, provide assistance for cases of sudden unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the school whose financial circumstances suddenly change may apply to the Head of Finance and Support for support and must explain the reason for their request. Such awards are subject to the availability of funding and cannot be guaranteed. Any funds available will be concentrated on supporting pupils within the key examination Years 11, 12 and 13 and any such award will normally only be for one academic year.

Annual Review

All bursary awards are subject to annual testing of parental means and may be varied upwards or downwards depending on circumstances. Current bursary holders will be issued with the necessary forms no later than the beginning of the Summer term. For those receiving bursaries, the school reserves the right to effect the reduction or withdrawal of an award where a pupil's progress, attainment or behaviour has been unsatisfactory or where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees or in the return of means testing information such as the documentary evidence.

Examination performance schemes

Scholarships or Awards may be awarded on the basis of schemes set up by the school to recognise the attainment of the highest performing students in the Year 7 Entrance Examination or attainment at GCSE. Please inquire with the Admissions Team about these.

Confidentiality

The school respects the confidentiality of all awards made to families and recipients are expected to do likewise.

Bursary Policy Reviewed: November 2023

Next Review Due: November 2025