

STOCKPORT GRAMMAR SCHOOL

WHOLE SCHOOL POLICY

BURSARIES

(Approved by Governors – 02.12.08)

1. This policy has been approved by the Governors of Stockport Grammar School ("the School"). Its status is advisory only. The policy contains an overview of the Bursary Scheme currently in operation at the School. The policy, together with all ancillary documentation including a financial means questionnaire, is available to all parents and prospective parents on request.
2. The aims of this policy are:
 - a. to widen pupil access to the School and ensure that the opportunity for a Stockport Grammar School education is provided to children from a broad spectrum of society;
 - b. to continue the School's long tradition of providing public benefit;
 - c. to meet and if possible exceed the Charity Commission's public benefit requirements applicable from time to time.
3. The School is a registered charity that is committed to providing significant public benefit. The School is aware of its obligations under the Charities Act 2006 and seeks to adhere to the public benefit principles identified by the Charity Commission. This policy is reviewed on an annual basis to take into consideration the latest guidance from the Charity Commission.
4. The School has a long history of providing financial assistance to pupils and their families. While the costs of running the School require that those who can pay full fees must do so, every year the School foregoes a sum equivalent to at least 7% of total revenue through bursaries. The actual amount is reviewed every year.
5. The School's Bursary Scheme includes both Admissions Bursaries for the parents of new pupils to the School at the age of 11+ and 16+ and Hardship or Casual Bursaries for parents whose financial position worsens unexpectedly once their child is already at the School. The Scheme is designed to assist parents or prospective parents on low incomes who for financial reasons might otherwise be unable to send or continue to send their child to the School.
6. Bursaries are entirely means tested Admissions Bursaries are awarded on an annual basis to parents who are financially eligible and who meet the application requirements. Hardship or Casual Bursaries are awarded as they arise. Due to the limited financial resources of the School not every eligible application for a bursary will be successful.
7. All bursary applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from a bursary unless informed by their parents.
8. Approximately 10 % of the pupils at the Senior School at any one time benefit from a bursary the financial value of which is equivalent to between 10% and 100% of fees.

9. The Governors view a socially diverse pupil population as a key component of a full and balanced education. The availability of bursaries at the School is advertised locally.
10. The Memorandum of Association of the School permits a Governor who is a parent, legal guardian or other responsible adult (i.e. is providing financial support for the child) acting in the place of a parent to receive fee remission under a bursary.

Whenever a Governor has a personal interest in any matter to be discussed at a meeting of the Board of Governors or a Committee of the Governors including any duty or pecuniary interest (direct or indirect) in any contract or arrangement proposed to be entered into by the Company and any matter concerning his family, the Governor concerned must:

- declare an interest at or before discussion begins on the matter; and
 - withdraw from the meeting unless expressly invited to remain; and
 - not be counted in the quorum for that part of the meeting; and
 - withdraw during the vote and have no vote on the matter.
11. Subject to clause 10 all parents and prospective parents of pupils for entry to the School at age 11+ and at 16+ (including pupils already attending the School) are eligible to apply for a bursary, and should contact the Bursar in the first instance for more information.
 12. All applicants for a Bursary at the time of entry are required to complete a means questionnaire. The questionnaire is designed to provide a full picture of the income and assets of applicants so that the Bursar can determine those to whom an offer of a bursary would be most beneficial. Families who may be classified as having 'low income' but who have substantial assets may be ineligible to receive a bursary.
 13. In order to have their application for a bursary considered by the Bursar, parents must complete the questionnaire and provide the Bursar with any supplemental information that is requested. It is critical that parents answer all of the questions carefully and in full. All bursaries are subject to an annual means-test review. Nevertheless, should any of the information disclosed in response to the questionnaire become inaccurate at a later date the School must be informed without delay. For example, should the financial position of parents with a pupil already at the School worsen unexpectedly, they should contact the Bursar as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the School could lead to a bursary being withdrawn or withheld.
 14. The deadline for Admission Bursary applications for 11+ entry is 1st February and for 16+ entry is 31st March in the year of entry. Hardship or Casual Bursaries are applied for when the need arises.
 15. Admission Bursary applications are considered by the Bursar, Head of Year and Headmaster during the Spring Term. The School will notify applicants of whether they have been successful by letter within seven days following the offer of a place at the School. Successful applicants will be sent a letter of offer specifying the conditions of award and requiring them to complete and sign an acceptance form. There may be other means of financial support available from other sources for unsuccessful applicants. Details of other forms of financial support are available from the Bursar.

16. Applications for Casual or Hardship Bursaries will be considered by the Bursar, Head of Year and Headmaster as soon as possible after the Bursar has been notified by parents of a change in their financial position. Awards of this nature are normally only made in cases of severe family trauma or distress.
17. Each Bursary offer will reflect the particular circumstances of the recipient and be expressed as a percentage remission of tuition and fees. Admissions bursaries are awarded for one academic year and remain subject throughout that period to the conditions of award provided with the letter of offer. Casual or Hardship Bursaries may be awarded on a termly basis depending on the circumstances surrounding the provision of the award.
18. All bursaries are paid at the discretion of the School and are subject to review by the School at any time. In any event, all bursary awards are reviewed annually to ensure that the recipients continue to satisfy the purposes of the award.