

GUIDANCE NOTES TO BURSARIES

There are three types of bursaries provided by the High School, “Form 1” bursaries, “Special” bursaries and “Junior School” bursaries.

“Form 1” Bursaries are provided when children enter Form 1 and will normally continue throughout the child’s secondary education at the High School if the financial circumstances of the family remain relatively unchanged. Such bursaries are considered where the family’s financial circumstances are such that it is anticipated they will require assistance with fees for the duration of the pupil’s time at the school. Recipients are required to advise the Chief Operating Officer should there be any significant change in the financial circumstances. In addition, family income will be subject to annual review.

“Special” Bursaries are those awarded at stages of entry in senior school other than Form 1 or where an applicant’s circumstances are likely to change.

Awards for any other stages of entry in senior school other than Form 1 will normally continue throughout the child’s secondary education at the High School if the financial circumstances of the family remain relatively unchanged. Such bursaries are considered where the family’s financial circumstances are such that it is anticipated they will require assistance with fees for the duration of the pupil’s time at the school. Recipients are required to advise the Chief Operating Officer should there be any significant change in the financial circumstances. In addition, family income will be subject to annual review.

Where a bursary is awarded due to changes in financial circumstances or where an applicant’s circumstances are likely to change, such bursaries require to be applied for on an annual basis. Recipients are contacted each year around January/February to complete a review form should they wish to reapply for the following school session.

“Junior School” Bursaries are limited to L6 and L7. They are intended to assist children joining the school at this stage where there is clear evidence this would not be possible without financial support. A very high level of academic achievement is required in order to be considered. A L6 award would normally carry over to L7, but all recipients of an L7 bursary on entering secondary must apply for a Form 1 bursary and will be considered along with all other applicants.

Bursary Reviews All bursaries are subject to review and in all cases recipients are required to advise the Chief Operating Officer of any significant change in the family’s financial circumstances.

If the financial circumstances have remained unchanged and the pupil has made reasonable academic progress, had good attendance, and maintained good conduct, the award will normally continue at the same level.

The level of a bursary award is not normally increased unless there are quite exceptional financial circumstances and will then be subject to annual review. This might result from the loss of employment through redundancy or long term illness. Situations such as separation, borrowings to support a business or carry out home extensions/improvements etc., or costs of having a child attend university or college would not be regarded as grounds for consideration to provide increased bursary support.

Where there is a reasonable improvement in the family's income, perhaps due to promotion or change in employment, or improved business in the case of self-employed parents, or receipt of a legacy etc., the level of support would be reduced or removed following discussion with the bursary recipients.

Where the recipient's circumstances largely remain unchanged it is reasonable to assume the support will be maintained at the same level. It is not the school's policy to remove bursary support unless there is very good reason such as a significant change in financial circumstances, a lack of effort, poor attendance or misconduct on the part of the pupil or providing false or misleading information in the application or review forms.

The following would also be put into consideration when assessing all Bursary Applications:

- 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 dependents or the requirements of their partner's work
- Opportunities to release any capital. Significant capital savings and investments are expected to be used for the payment of school fees as are significant equity values in houses
- In cases of separation, the contributions made by the absent parent
- Contribution to household costs by the other, wider, family members, any adult unrelated to the child or by outside sources
- Where reasonable fees are being paid to other schools (or universities) the school's level of support will ordinarily consider these outgoings

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/land holdings

The Chief Operating Officer can perform an updated check at any time on an existing bursary award and request financial information to support that the current level of bursary is still required

The above notes are intended to offer general guidance and should you have any questions or wish greater detail, contact should be made with the Chief Operating Officer.

September 2026