PINEWOOD

Est. 1875

PINEWOOD SCHOOL BURSARY POLICY

Introduction

1. This policy has been authorised by the Governors and forms part of the School's Public Benefit Strategy.

2. The Governors are committed to broadening access to the School by offering eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a Bursary and these may be awarded in the form of a remission of up to 100% of tuition fees payable, depending on the financial circumstances of applicants. Further financial assistance towards the costs of chargeable activities over and above the tuition fee may also be available to those in receipt of 100% bursaries.

3. Bursaries are means-tested and reviewed on an annual basis to ensure that those in receipt of bursaries continue to satisfy the financial criteria as set by the School, from time to time, in relation to their income, expenditure and capital assets.

4. The aim of this policy is to ensure that prospective and current parents/guardians are aware of the bursary provision and the process by which they can apply. It will be placed on the School website and made available to all parents on request.

5. The term 'parents' used throughout the remainder of the document refers to both parents and guardians who are legally responsible for the child concerned.

Types of Bursary Offered

6. There are two categories of bursaries:

   a. Entry Bursaries. Bursaries will normally be provided at the time when pupils enter the School. These are known as Entry Bursaries and will be offered to parents who are unable to provide the tuition fees.

   b. Hardship Bursaries. Subject to the availability of funds, the School shall also provide means-tested assistance with fees for cases of sudden, unforeseen need experienced by families of existing pupils. These are known as Hardship Bursaries.

7. The Governors are committed to providing bursaries up to 100% of the Day Tuition Fees. In certain circumstances those awarded 100% bursaries may be provided with financial assistance towards other school charges and attendance on Pinewood Adventure activities. Assistance may also be available for the provision of school uniform, sports gear and equipment and travel costs. Exceptionally, financial assistance may be provided to help parents meet the Weekly Boarding fees.

8. The level of a bursary is determined by the extent of financial need and therefore applicants are required to complete a Bursary Application Form and provide details of their income, expenditure and capital assets. Where there is no financial need, no bursary will be granted.

9. The Governors recognise that they may be constrained by future economic changes over which they have little control and will need to adapt bursary provision as necessary. A range of factors is considered as part of the assessment and award process and the number and value of bursaries are likely to vary from year to year. In considering the financial need of an applicant, the size of family and the level of income, necessary expenditure and capital assets are taken into account. Relevant personal circumstances of the parents and those of the child may also be taken into consideration.

Duration of Bursaries

10. The duration of bursaries will depend on the individual family needs, however, normally:

a. Entry Bursaries last until the child leaves the School although they will be reviewed on an annual basis, usually during the Spring Term and may be varied upwards or downwards depending on the outcome of any review.

b. Hardship Bursaries may be awarded and reviewed in the same manner as the Entry Bursaries on an annual basis but may also be offered on a termly basis. The duration of the Hardship Bursaries will depend on the circumstances surrounding the provision of the award.

11. The application procedure and process for obtaining a bursary is at Annex A.

Confidentiality and Data Protection

12. All personal data processed in connection with the school's arrangements for bursaries shall be processed in accordance with the School's Privacy Policy which is available on the School's website and is otherwise available from the School upon request.

Other Sources of Bursary Assistance

13. There are a number of educational and charitable trusts which provide assistance with tuition fees although they tend to be for children aged 7 and above. The School encourages parents to apply for support where it is felt a good case can be made for assistance. Most trusts will contact the School to seek information regarding the pupil's conduct and general performance. Further information on how to pursue such assistance can be obtained from:

Royal National Children's Springboard Foundation
Buckingham Suite
7 Grosvenor Gardens
London SW1W 0BD

Tel: 020 3405 3630
Email: admin@royalspringboard.org.uk; Website: www.royalspringboard.org.uk

Monitoring the Policy and Review

14. This Bursary Policy will be monitored and reviewed by the Governors' Bursary Panel and Finance and General Purposes Committee, as required.

Reviewed by: Simon Mason, Bursar
Review Date: September 2026
Next Review Date: September 2027

Reviewed and approved by: Bursary Panel
Review Date: 5 March 2026
Next Review Date: 4 March 2027

ANNEX A - THE APPLICATION PROCEDURE

Submission of the Bursary Application Form

1. The process for applications is as follows:

   a. Entry Bursaries. When making an application for a place at the School, parents should request a registration email for the online Bursary Application Form from the Bursar, through the Head of Admissions, if they wish their child to be considered for an Entry Bursary. They should complete the Bursary Application Form online, together with the supporting documentation specified on the form, setting out the justification for their application. The application will be reviewed by an independent third party, Bursary Administration Limited (BAL), before being considered by the School's Bursary Panel.

   b. Hardship Bursaries. Parents of existing pupils seeking a Hardship Bursary should contact the Bursar as soon as their circumstances change. The Bursar will then usually have an initial discussion with the parent(s) and if appropriate send them a registration email for the online Bursary Application Form. They should complete the Bursary Application Form online, together with the supporting documentation specified on the form, setting out the justification for their application. The application may be reviewed by an independent third party, BAL, before being considered by the School's Bursary Panel.

2. The Bursar will provide advice on the bursary process, including how to register with the online portal, and can assist parents in the completion of their Bursary Application Forms should they require it.

3. The Bursary Application Form sets out the information the School requires in order to understand the family's position and make a fair assessment. Both parents seeking a bursary will be required to sign a declaration stating that the information they have provided is both accurate and complete as well as requiring them, in the event their application for a bursary is successful, to update the School in the event those circumstances change during the academic year in question. If any information provided in the application, or as part of the broader assessment process, is subsequently discovered to be false or misleading or incomplete, the School may withdraw any award which has been made with immediate effect and, depending on the circumstances, may require reimbursement. The School may also terminate its parent contract (Terms and Conditions) and require the removal of the child in such circumstances.

4. The Bursar 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 a representative of the School visiting the parents' home(s) to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. Parents may also be asked to meet the Bursar at the School and/or provide additional supporting information as may be requested.

5. The School uses an external organisation, BAL, to assist in the assessment of bursary applications, including conducting interviews and making home visits. The information provided by applicants will be made available, in confidence, to that organisation for those purposes.

Assessment - Financial Factors Taken into Consideration

6. The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of the financial 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 the overall budget.

7. It is recognised that judgments 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 well focused. For this reason, various factors in addition to earned income will be considered in determining the necessary level of award. These will include:

a. 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.

b. Opportunities to release capital will be considered. Significant capital, savings and investments would be expected to be used for the payment of school fees as would any equity value in the family home.

c. In cases of separation, the contribution which should be made by the absent parent will be considered.

d. Any contribution to household costs by other members of the wider family would be considered, including any made by adults unrelated to the child or by sources external to the family.

e. The School considers that, in principle, a family that enjoys frequent or expensive holidays or new or luxury cars or who invest in significant home improvements or the purchase of a second property would not be eligible for a bursary.

Bursary Approvals Process

8. Applications will be considered by the School's Bursary Panel. This is a panel of Governors including the Chair of the Finance and General Purposes Committee and a further Governor in consultation with the Bursar and Headmaster. The level of any award will be agreed and a formal offer or rejection will be made in writing to the parents. The cut-off for awards is determined by the point at which bursary funds are exhausted. Unsuccessful cases are usually the result of either lack of evidence of financial need or insufficient availability of bursary funds.

Representation and Appeals Process

9. A Representation to a decision made by the Bursary Panel is allowed in the following circumstances:

- When it is made within 3 months of being informed of the Bursary Panel's decision.
- When there is a material change in the family's financial situation since the original application.

10. Any Representation based upon the above criteria will be reviewed by the Bursary Panel. If it is outside of the 3 month window then it will be subject to the submission of a new application.

11. An Appeal against a final decision made by the Bursary Panel can be made to the Chairman of Governors.

Timetable

12. Bursary Application Forms should be completed by **mid December** (on a day specified by the Bursar), prior to the school year for which the bursary is sought.

13. Parents may apply for a place at the School for their child on the basis that acceptance will be conditional upon receiving bursary support.

14. The Bursar will inform the parents by the end of March. The parents should then advise the School if they wish to take up the bursary and (if an Entry Bursary, the place at the School) within two weeks of receiving the offer.

15. In exceptional circumstances, applications for bursaries may be considered at other times of the year but awards will be dependent upon the availability of bursary funds.