

Bursary Policy & Procedures

Policy

1. General

The Board of Trustees (the ‘Trustees’) of Halcyon London International School (the ‘School’) are committed to broadening access to the school by offering to eligible parents/guardians (the ‘Parents’) means-tested financial support with the payment of School tuition fees. Such support is known as a bursary. A bursary is awarded in the form of annual financial assistance on school tuition fees payable.

The Trustees and the School also recognize that an admitted student’s family may experience a financial emergency within an academic year for which tuition support may be required for the student to complete the year. Such support is considered Emergency and Hardship Tuition Support. Please see section 4.2 below.

School tuition fees are defined as the published termly tuition cost, available [here](#).

2. Aims

The aims of the Bursary Policy [‘the Policy’] are as follows:

- to provide an opportunity for those students who meet the School’s entry criteria (including academic criteria) in accordance with the School’s Admissions Policy, and who would benefit from a Halcyon education and will contribute to and benefit from the ethos and activities of the School, to take up a place at the School regardless of Parent income;
- to support the School’s charitable objective under the Charities Act (2011);
- to broaden access to a Halcyon education and support socio-economic diversity among its student body;
- to ensure that all applicant families for financial support are considered equitably and consistently;
- to ensure that no applicant family for financial support is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.

3. The Bursary Scheme

The Bursary Scheme offers children of parents eligible for means-tested financial support (as a consequence of financial, compassionate or other pertinent circumstances) the opportunity to benefit from a Halcyon education through the provision of a bursary.

The Board of Trustees intend that when the School is at capacity the Bursary Scheme will provide for the equivalent of up to 10% of all School places. The Trustees will determine the actual availability of bursary-assisted places.

Bursary awards are subject to an independent evaluation of Parent financial circumstances. The School appoints an independent, professionally-regulated, third-party to liaise with parents to compile an assessment of parental income, including but not limited to savings, assets, investments and liabilities. This assessment also reviews the size of their family, any other persons dependent upon them and like factors, as well as

compassionate or other pertinent considerations. The financial evaluation will include a recommended bursary award expressed as percentage of School fees, up to 100% of fees payable.

The Bursary Committee, including the Director and the Financial and Operations Director, will consider each bursary application (see Application Process, below) and make a recommendation to the Board of Trustees. All bursaries are subject to approval from the Board of Trustees.

Bursary awards are strictly limited to School tuition fees. A bursary award does not include the admissions fee, deposit, development fee, and payments for mandatory resources, School trips (excluding curricular trips and the annual residential trip) or extra-curricular clubs or activities.

4. Eligibility

4.1 Admission Bursaries

Admission bursaries serve new entrants to the School, where a place has been offered and Parents are unable to fully fund the School fees themselves.

Each child for whom an Admissions Bursary application has been made will be assessed for suitability for entry to the School in accordance with the School's Admissions Policy and procedures. In assessing a child's suitability for an award, attention will be given to the academic assessment result of each applicant, but potential will be considered as well as actual achievement. Bursary funds are limited and priority will be given to those who, in the view of the Bursary Committee, are most likely to make an outstanding contribution to the academic or extracurricular life of the School. Each student to whom support is offered must, in the opinion of the Admissions Director and School Director, be likely to make significant academic progress following admission; possess the potential to take full advantage of Halcyon's approach to education; and benefit from participation in the wider, extra-curricular activities on offer at the School. In normal circumstances, each applicant for financial support must, at the very minimum, meet the School's normal academic requirements. The confidential references received from the child's previous school, and recent school reports, will be consulted for evidence of positive dispositions likely to support the student's successful integration into the School.

Having considered a bursary applicant's academic ability and the potential to contribute to and benefit from the ethos, the activities of the School, and Parents' financial constraints, there may be other circumstances which may be taken into account. These might include where a child has siblings at the School, or where the social needs of the child are relevant.

The School will only consider an application for a bursary after the child has completed the admission process for entry to the School.

4.2 Hardship or Emergency Tuition Support

The School recognises that each family's financial circumstances may alter during a child's time at Halcyon because of sudden, unforeseen need or where a change in Parents' circumstances has resulted in significant difficulty in meeting School tuition fee payments with the result that the child is likely to be withdrawn part way through a stage of education. The nature of the hardship or emergency will be considered, with priority given to exogenous circumstances; for example, loss of employment due to accident or chronic illness.

Each student to whom support is offered must continue to make expected academic progress; will continue to take full advantage of Halcyon's approach to education; and will continue to be an active participant in the wider, extra-curricular activities on offer at the School.

The Hardship or Emergency Tuition Support is limited to one academic year, and is subject to the same general limitations (see section 4, below) as an Admissions Bursary. A family who receive Hardship or Emergency Tuition Support may simultaneously apply for an Admissions Bursary for the subsequent academic year.

All awards are subject to approval from the Board of Trustees. In the main, the opinion of the School as to the child's academic potential, and their proven ability to contribute to and benefit from the ethos and activities of the School, are the first considerations in granting support.

An offer of a Hardship or Emergency Tuition Support is at the discretion of the Board of Trustees, is subject to the availability of funding and, even where the basic conditions set out in this Policy are met, cannot be guaranteed.

Procedures

1. Procedure for Admissions Bursary applications

Prospective Admission Bursary applicants should contact the Admissions Director at the School in the first instance for more information about the School's Admissions Policy and, in particular, the School's admissions criteria and bursary timeline.

1.1 General

Parents who apply for an **Admission Bursary** must return the completed Bursary Form, together with the necessary documentary evidence, to the Finance and Operations Director **no later than the 15 January** for bursary awards for the following academic year. The Form must be preceded by a completed Application Form for admission and entry to the School for each child for whom the family is seeking bursarial support together with payment of the non-returnable application fee in accordance with the School's Admissions Policy.

1.2 Specific

- All applicants for Admissions bursaries are required to complete the Application process **before** completing the Bursary Form.
- The Admissions Director will notify Parents of students who are successful in the application process. Parents are then required to complete the Bursary Form, which includes a means questionnaire and asks parents to provide any supplemental information that is requested. **It is critical that parents answer all questions carefully and in full.** The means questionnaire is designed as the foundation for the independent financial evaluation.
- The independent financial review will be conducted and recommendations returned to the Bursary Committee. The review may take **4-6 weeks to complete**, depending on circumstances and the availability of key information, and parents should be aware of this in their planning.

- During the application process, if there should be a change to any of the information disclosed in response to the means questionnaire, or the independent financial review, the School must be informed without delay. Failure to divulge requested information or a change in circumstances to the School could lead to a bursary application being denied

Applying for a bursary will not prevent parents of prospective students from applying for any other award in respect of their children.

2. Procedure for determining Admissions Bursary awards

In general, **Admissions Bursary** applications are considered by the Bursary Committee from September to January for the following August. The Bursary Committee will consider the joint recommendation of the Director (see Eligibility, above) and the independent financial review, and will then make their agreed recommendations to the Board of Trustees. The Board of Trustees will make the final decision.

The School recognises that judgements about what sacrifices a family should make to pay school tuition fees will be personal. However, the School has a duty to ensure that all bursary awards are carefully and comprehensively considered and so, as well as current earnings, other factors which will be considered in determining the appropriate level of award will include, but are not limited to:

- The ability to improve the financial position or earning power of the family
- 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 values in houses.
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- Where fees are being paid to other schools (or universities), the School's bursary award will take in to account all these outgoings.

An offer of an Admissions Bursary is conditional on the offer of a place at the School, which is subject to the successful completion of the Admission Procedures which are set out in the School's Admissions Policy.

Parents will be advised whether their child is to be offered a place at the School and of the Bursary offer, if any, not later than March 15 of the proposed year of entry. Parents are then required to sign the appropriate documentation for the acceptance of a place at the school and the bursary including their agreement to any conditions relating to the bursary.

Each bursary offer will reflect the particular circumstances of the recipient and be expressed as a percentage remission of school tuition fees, up to 100%.

3. Procedure for Hardship or Emergency Tuition Support

Parents with one or more children at the School whose financial circumstances suddenly change may apply for Tuition Support to the Director, explaining their situation and thereafter completing a Tuition Support Form.

Hardship or Emergency Tuition Support applications will be assessed by the Director and Bursary Committee who will consider a range of factors when making the judgement as to the justification for financial support, and the extent of such financial support to be offered, if any. A recommendation will then be made to the Board of Trustees.

4. Limitations

4.1 Review

Each bursary is awarded for defined time-period, depending on the applicant's circumstance. All bursary awards are subject, among other things, to annual review, to confirm either that the conditions for the original award are still valid or, if circumstances have changed, that Parent is still eligible. All bursaries are discretionary and the School may review any bursary award at any time.

When a bursary has been discharged, Parents may re-apply for a new award.

4.2 Change of Circumstance

Once an award has been made, and until such time that the award is discharged, Parents must inform the School of any change to any of the information disclosed in response to the means questionnaire, or as a part of the independent financial review. Failure to divulge to the School a change in financial circumstances could lead to a bursary award being immediately withdrawn pending further review.

5. Financial assistance with non-fee costs

In exceptional cases, Parents awarded a bursary may at the same time also be offered additional assistance with non-fee costs associated with their child's education. This may include educational accessories and additional school trips. Any additional assistance will be paid at the discretion of the Bursary Committee and may be awarded on a termly or annual basis, or to help with a one-off cost such as a School trip. All awards of additional assistance shall be subject to review at any time.

6. Confidentiality

All bursary applications are treated in the strictest confidence. A child will not be made aware that he/she benefits from a bursary unless informed by their Parents.

7. Data protection

All information provided by parents in connection with an application for a bursary will be processed in accordance with data protection principles as set out in the General Data Protection Regulations, 2018 (Regulation (EU) 2016/679). Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications and the information provided will not be used for any other purpose.

Approved by Board of Trustees 26 April 2018.

This policy will be reviewed every three years, or more regularly in light of any significant changes in statutory requirements and legislation.

Next review date: April 2021.