



RUGBY SCHOOL



BILTON
GRANGE

PREPARATORY
SCHOOL

Bursaries Policy

September 2024

Introduction

The Governing Body of Rugby School (“the School”) is committed to broadening access to Rugby School and Bilton Grange Prep School for students who would benefit from an education provided by them, by offering financial support towards the payment of school fees to parents or legal guardians who are otherwise unable to afford them. There are a range of awards that offer the chance to access means tested support directly or indirectly from the various entities in the Rugby School Group (including, the GBRS Special Funds, the Arnold Foundation, the War Memorial Fund and from contributions received from the commercial parts of the Group such as the Little Grange Nursery, Rugby School Enterprises, Rugby School International and Rugby School Global Partnerships):

Foundation Awards: Parents or legal guardians of **day students** in year 7 and up may apply for and be awarded a Foundation Award which entitles them to a 5% fee concession. Foundation Awards and Scholarships can be awarded simultaneously although the total fee reduction available is limited to 5% and recipients will be treated as Foundation Award holders. Foundation Awards will only be offered to students meeting specific eligibility criteria and only when means testing indicates that support is required.

Scholarship Awards: Parents or legal guardians of **boarding or day students** may apply for and be awarded a Scholarship Award which historically has entitled them to a 5% fee concession. This 5% concession will be discontinued for new entrants joining either school from September 2025 with the Scholarships becoming purely honorary in their own right. Scholarships can range from Academic Awards to Sports Scholarships and may relate to numerous other academic or co-curricular areas. This includes Rugby Chorister Awards at Bilton Grange and Head Master’s Scholarships at Rugby School. More than one Scholarship can be awarded although the total fee reduction available is limited to 5% for new entrants prior to September 2025. In a number of cases, those receiving Scholarships generously elect to donate the remission to the Arnold Foundation. Co-Curricular scholarships will also offer certain additional financial benefits such as free music lessons for music scholars or Choristers or free drama or dance lessons for performing arts scholars.

Arnold Foundation Awards: Parents or legal guardians of **boarding students** may seek the support of the Arnold Foundation at Rugby School or the Earle Fund at Bilton Grange. These awards will only be offered to students from Year 7 and up and are subject to specific eligibility criteria and also to means testing suggesting the necessity of at least 90% support by way of fee remissions.

Exceptional Bursary Awards: At the Head of Bilton Grange’s discretion, an exceptional bursary may be granted for children from Year 4 and up, subject entirely to means testing. These awards are typically limited to two per year group.

Head Master’s Discretionary Awards (HMDAs): At the Head Master of Rugby School’s discretion, exceptional awards with a fee concession which may be greater than 5% can be made. This is usually where, during the assessment process, exceptional potential has been identified.

Collectively, Scholarships, Foundation Awards, and Arnold Foundation Awards (but not HMDAs) are referred to as “Awards” in this policy.

Means Tested Awards: Qualification for Awards entitles the parents to seek additional support through a means testing process. The level of support provided to Scholars, Foundationers and Arnold Foundationers can then be augmented up to 100% of School fees subject to means testing.

Means Tested Hardship Awards: The schools will also give consideration to those who do not qualify as Award recipients receiving hardship support on a means tested basis where (1) there has been a change in circumstances that necessitates the award and (2) the student has been in the school for at least a full academic year (see below). This is usually (but not exclusively) undertaken with a view to supporting the continuity of education of the student or child through to the next natural break point.

Means Tested Awards and Means Tested Hardship Awards will together be referred to as “Bursaries” or “Bursary Awards” in this policy.

Extras: Additional support for Extras is provided for those on substantial Bursary Awards.

In order to promote awareness of the availability of means-tested financial assistance for places at the schools, information is included within the schools’ prospectuses, on the schools’ websites and in advertisements in the local and national press.

Eligibility

Parents or legal guardians of children who have received an Award (other than an HMDA) may apply, at any time, to have the Award augmented by a Means Tested Award. Means Tested Awards are only normally available to parents resident in the UK as it is difficult for the School to conduct means testing of non-resident parents.

Parents or guardians of children already at the schools who are not eligible for a Means Tested Award may apply for a Means Tested Hardship Award if there is a significant change in circumstances (for example a reduction in earnings or a redundancy) which could not reasonably have been foreseen at the time of entry into the school. In such cases, bursaries would not normally be approved until the student has completed one academic year at the school. When considering such applications, the School will take account of a report, usually from the relevant Housemaster, Housemistress or the Head of Bilton Grange or the Head Master of Rugby School, on the student’s contribution to the life of the School. Non-UK resident parents may seek exceptional help on a hardship basis following a change in circumstances of an existing student at the School or via HMDAs (see above).

The Application Process

Step One: Application

Applications are made via an online system and parents or legal guardians seeking a Bursary Award are required to provide details of income, outgoings, assets and liabilities. Please contact funding@rugbyschool.net to begin an application.

All applications for bursary awards for new entrants must be completed fully and submitted no later than the closing date for applications of the relevant scholarship examination, details of which can be found in the Admissions section of the School’s website or from the Registrar.

Completed bursary applications submitted after the closing date may not be assessed until after the result of a scholarship application is known. There can be no guarantee that capacity for further Bursary Awards will remain at that time.

We are not able to provide an indication of the amount of financial assistance that may be available until the Registration Form has been completed and returned to the Admissions Office, together with payment of the Registration Fee (if applicable).

Applications for pupils or students already at the School arising from a significant change in financial circumstances may be submitted at any time.

Step One: Assessment

The Finance Director will assess all applications and will usually request the assistance of a third-party bursary assessment company including attendance at a meeting with the parents or guardians either at their home or by video-conference call to ensure that the information declared has been correctly interpreted and, therefore, that the financial assessment has been carried out in a fair and consistent manner. The advice of any third-party bursary assessment company will be considered by the Finance Director but will not be regarded as final.

The Finance Director will make a determination in accordance with the School's assessment process on bursary awards. The amount of an award is not influenced by the level of academic or other ability of the child, but by the extent of financial need. The School's decisions on all applications are final.

Considerations in the Assessment Process

Each application is considered on its own merits. It is recognised that judgments about what sacrifices a family should make to pay school fees will be situation specific. However, the School seeks to ensure that any financial support it offers is well focussed and targeted towards those most in need on a consistent basis as possible. Therefore, in determining the appropriate level of assistance to be offered, in addition to current earnings, other factors will be considered, including: -

- The School will take family circumstances into account; the need to care for children under school age or to look after other dependants, or perhaps the particular requirements which one or other partner's work might impose on the other. In some cases, one or both parents are prevented from working through incapacity. However, where there are two partners without very young children or dependents, the School normally expects both to be employed and a family's ability to improve its financial position or earning power will be considered.
- Costs associated with other dependants e.g. sick or disabled parents or siblings' school fees contributions will be considered.
- Substantial realisable equity in the applicant's home and ownership of or interest in other properties or assets will usually be viewed as available to support the payment of school fees.
- In cases of separation, the contribution made by the non-resident parent.
- Contributions to school fees or household costs by co-habiting adults unrelated to the child (including those with no direct parental responsibility) and other family members with the capacity to support the child's education will also be considered.
- The level of fees for the child paid previously to other independent schools.
- Expenditure on holidays, cars and home improvements and the choices in spending made by the family.
- Potential usage of savings and investments that could be used for the payment of school fees.

It should be emphasised that an honest presentation of the family's financial circumstances is important. It is a condition of any means tested bursary that, if a parent has knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable. It is important for the family to understand that on rare occasions repayment of past bursaries has been required where information has been shown to be materially false.

Review of Bursary Awards

All awards are reviewed at least annually and may be increased or decreased if the financial circumstances of the applicants have changed significantly. If the financial circumstances remain essentially constant from time to time, parents can assume that their proportionate contribution to School fees will usually change little, if at all. An interim review may be required where family's financial circumstances are in a state of flux.

Renewal of all Bursary awards are dependent upon the continued good conduct of the pupil or student and their participation in the life of the School and upon the parents and student treating the School and its staff reasonably and upholding the aims and the good name of the School.

A failure to complete the review on a timely basis will result in the removal of the bursary award. The Bursary will seek to complete reviews submitted late, however there can be no guarantee that capacity for further Bursary Awards will remain at that time.

A Final Note

There are limited funds available for Bursaries and they are a rare opportunity for children and students to benefit from the education on offer at the schools. As such, in order to allow the School to offer financial assistance to as many future applicants as possible, we would encourage parents and students who have benefited from such awards to consider their own support as a 'debt of honour' where they would seek to in turn support others by repaying all or part of the bursary received when and if their circumstances allow.

Responsibility for policy: Finance Director

Approving Committee: Finance Audit & Estates Committee

Date: Last approved November 2024