

Guidelines for Bursary Help

A. Introduction

Oundle School and Laxton Junior School (the School(s)) are committed to broadening access by offering means-tested financial support to assist the payment of School fees to eligible parents/guardians. Such support is known as a Bursary which may be awarded to assist the payment of fees up to 100% of tuition and boarding fees, depending on the financial or other circumstances of applicants. We are proud that over one hundred pupils are supported with bursaries and we are continually working to increase our Bursary Endowment Fund.

This document aims to cover the application process in further detail and to outline the eligibility criteria that should be considered ahead of making an application. Any parent or guardian wishing to apply for a Bursary is encouraged to contact either School's Admissions Office at any time for support and guidance with the process; please rest assured that confidentiality is guaranteed every step of the way.

For Oundle, please contact Rachel Makhzangi, Deputy Head Admissions on bursaries@oundleschool.org.uk

For Laxton Junior School (LJS), please contact Rachel Waterhouse, Assistant Head Admissions on LJSbursaries@laxtonjunior.org.uk

Awareness

The Schools provide information to alert parents/guardians of potential pupils to the possibility of gaining means-tested financial support to assist payment of School fees through:

- School collateral
- School website
- Through the Admissions Offices
- Other media including advertisements

Extras

Bursary awards apply to tuition and boarding fees only. Extras must be paid in accordance with the Terms and Conditions of Oundle School. Any extras above £250 to be incurred on behalf of a pupil in receipt of a bursary award for a trip or event should be approved by the School before a commitment is made.

B. The Application Process

New Applicants to the School

Entry Bursaries are available to parents/guardians of children entering either Oundle School or Laxton Junior School from Year 4 upwards, for a maximum of ten years.

The process is managed and coordinated by the Bursaries Committee on behalf of the Head and Bursar. Decisions on awards are communicated by the Director of Finance as part of the Bursaries Committee.

Suitability

Academic achievement and potential are central to assessing a child's suitability. Bursary funds are limited and children judged most suitable will be given priority alongside those likely to gain most from the educational provision. Academic achievement and potential are central to assessing a child's suitability for Oundle School. So that we can disburse the funds available appropriately we assess each application with great care and arrive at a decision based on all the evidence available to us. This includes:

- For Laxton Junior, an extended School visit enabling appropriate assessment and strong school references
- For Oundle School, testing that reveals the ability and/or potential to meet the demands of the academic programme, alongside strong school references
- A willingness to embrace the School's values and expectations
- A determination to make the most of the breadth of opportunity on offer
- A wish to contribute to the community of which they will be part.

Step One

Parents/guardians seeking a bursary are required to complete an application form, *Confidential Declaration of Means*, which seeks to establish the financial circumstances of the household. The form, which requests details of income, expenditure and capital, is to be accompanied by copies of full documentary evidence.

For Oundle, the completed form, together with the necessary supporting documentary evidence, should be submitted to the Deputy Head Admissions no later than the date of the Entrance Exam in any year for bursaries to be operational for the following September. It is expected that the process will start between two years and eighteen months before entrance for the majority of applicants. As a result of increased applications for bursary funding, some preliminary assessment within a gathered field has been introduced into the process .

For LJS, the completed form, together with the necessary supporting documentary evidence, should be submitted to the Assistant Head in good time (usually in the academic year prior to entry) for bursaries to be operational for the following September

Step Two

Completed financial assessment forms are passed to the Finance Department who assesses all applications in order to establish the likely level of support required for the child to attend the School. This process may involve the parents visiting the School for a meeting, or a School representative visiting the parents'/guardians' home, to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. The Finance Department prepares a recommendation in accordance with the Oundle School Scale of Awards. This is considered with the Deputy Head Admissions at Oundle and a recommendation is then presented to the Bursaries Committee for approval.

Step Three

Parents are advised whether or not their child is to be offered a Bursary subject to the child satisfying the admissions criteria of the School at the time. Parents are required to sign a letter accepting the offer which accepts the conditions relating to the Bursary.

Existing Pupils - Change in Family Circumstances

Within overall budget funding, the School will in normal circumstances set aside each year an Emergency Bursary Fund, for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for an *Emergency Bursary* to the Deputy Head Admissions, Oundle or Assistant Head Admissions, LJS, explaining their situation and using the standard application form. Such awards are subject to the availability of funding and cannot be guaranteed. Emergency Bursaries will also be awarded on a temporary basis and will not be guaranteed for the remainder of the pupil's education at either Laxton Junior School or Oundle School.

C. Criteria for Award

The Bursaries Committee considers a number of factors when assessing a Bursary request including the child's suitability for accessing an Oundle or LJS education. The Committee makes a judgement as to the justification for financial support, and the extent of such support. Individuals may receive bursary support for a maximum of ten years.

Financial Limitations

The size of the Bursary award is not influenced by the level of the academic ability of the child but by the extent of the 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 what is viable within its overall budget. It is recognised that judgements 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 grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

- 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 would be expected to be used for the payment of school fees, as would equity values in houses. Approved pension funds are not included within a parent's assets, however non-approved pension savings will be taken into account in the award calculation.
- In cases of separation, the contribution made by the absent parent.
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- 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 or land holdings.

Other Factors

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:

- Where a child has siblings at either School (however, it is important to note that because one child is supported by the School it should not be assumed that subsequent siblings will be).
- Where the social needs of the child are relevant (e.g. may be suffering from bullying at their present school).
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating.

D. Annual Review

All Bursary awards are subject to an annual assessment of parental means, including where any fees are paid in advance, and the size of the Bursary may be varied upwards or downwards depending on any change in parental circumstances. Awards are made on the basis of the Oundle School Scale of Awards, which determines the level of award in relation to the family's financial circumstances. The Scale of Awards is reviewed and revised annually by the Deputy Head Admissions, Oundle to take into account any changes in fees. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual parental/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors). Compassionate or other considerations may affect the size of the awards in exceptional circumstances.

Current Bursary holders will be issued with repeat means-testing forms at the beginning of March each year for return by the end of the month. For those previously in receipt of Bursaries the Deputy Head Admissions, Oundle, the Assistant Head Admissions, LJS and the Bursar, in making their joint recommendation to the Bursaries Committee, have the discretion to recommend to the Head the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the School, for example, by the late payment of any contribution they are making to the fees.

E. General Information

Confidentiality

The School respects the confidentiality of Bursary awards made to families and recipients are expected to do likewise. Any breach of this confidentiality may be deemed to be a breach of the conditions of the Bursary award which may result in the withdrawal of the award.

Other Sources of Bursary Assistance

In addition to the School's bursary fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. Oundle School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance.

Further information on how to pursue such assistance may be obtained from:

The Educational Trusts Forum *and also* The Joint Educational Trust

6 Lovat Lane

London EC3R 8DT

Email: admin@jetcharity.org

Website: www.jetcharity.org

Appendix A

Conditions of Bursary Award

1. **Obligations of the pupil:** A pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. These are the **Purposes of the Award**.
2. **Obligations of the Parent/s:** The parents are expected to support and encourage the pupil to achieve the Purposes of the Award and to uphold the aims and the good name of the School. The parents are also required to pay the balance of the account by the first day of the Term. Any extras above £250 to be incurred on behalf of a pupil in receipt of an award for a trip or event should be approved before a commitment is made.
3. **Annual Pupil Review:** An award is normally tenable throughout a pupil's time at the School. It is, however, subject to an annual review of satisfactory behaviour and progress. In consultation with academic and pastoral staff, the Deputy Head Admissions, Oundle and/or the Assistant Head Admissions, LJS, conducts the reviews of all recipients of Awards and reports to the Head.
4. **Withdrawal of the Award:** The Award may be withdrawn by written notice sent to a parent if, in the opinion of the Governors, acting in good faith, the pupil or a parent has not complied with the obligations set out in paragraphs 1 and 2 above or the pupil has fallen below the required standards of conduct and progress and in the further opinion of the Governors there has been no significant improvement following consultation with a parent and/or the pupil and a written warning. Withdrawal of the Award will take effect from the start of the following Term.

Further, the Award may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.

5. **Annual Financial Review:** Other than an Emergency Bursary when the period is likely to be shorter, an award is normally tenable throughout a pupil's time at the School. It is, however, subject to an annual review of financial circumstances and should these change significantly from the present position, the Award may be varied or discontinued.
6. **Fees in lieu of notice:** For the avoidance of doubt, the benefits receivable under an Award will not apply to any Term for which the School has required payment of fees in lieu of notice.
7. **Terms and Conditions:** These Conditions of Award take precedence over any of the School's Terms and Conditions which are inconsistent with them but in all other respects the Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them. Individuals may receive bursary support for a maximum of ten years.

Appendix B

Acceptance Slip

We accept the offer of the award of a Bursary, along with the conditions set out in the Conditions of Award which we have received.

Name of Child Date

Signature of Father / Guardian Signature of Mother / Guardian

Please note an acceptance slip will be sent out with any offer of bursary support and must be returned for the award to be finalised.

October 2025