



Bursary Scheme Frequently Asked Questions

September 2017

Nottingham High School operates a bursary scheme to assist in widening access to the education provided by the School to those who cannot afford the full tuition fees. This document attempts to cover some of the most frequently asked questions surrounding the scheme.

What is a bursary? A bursary is a form of means-tested assistance whereby the School is able to effectively offer a reduction in the amount paid by the parents for the tuition of their child at the School. Sometimes it is referred to as an “assisted place”, but the two phrases mean the same thing.

How many bursary places are there? The number of new bursaries varies from year to year depending on funds available. At present, there are typically 15 bursary places offered to Year 7 pupils

When do I apply for a bursary? The vast majority of bursary support is available when a pupil starts in Year 7 at the School – therefore, when applying for a place at the Senior School parents are asked to indicate whether they wish to apply for financial assistance. The application deadline is indicated on the bursary application form. Please note any late applications may jeopardise eligibility.

If I apply for a bursary, am I guaranteed to get one? No - the application process involves a full assessment of the financial and other circumstances of the family, so merely applying cannot guarantee assistance. Unfortunately, the School has limited funds available to fund bursary places and so the available funds are allocated after assessing all the applicants.

How much support can I get? The amount of funding available to the School for bursary support is limited, but the scheme operates on the basis that, if circumstances dictate and funds available allow, a discount of up to 100% of the tuition fee can be given.

If funds are limited, how do you allocate the funds between applicants? Because of limited funding, the school awards bursary places according to a pupil’s ranking in the Entrance Exam and interview. Each successful candidate who has applied for and qualifies for a bursary will be offered a bursary place, in rank order of academic placement, until the available funds for bursary support are exhausted. After those funds are exhausted, only fee paying places are available.

Is support available for items other than fees, such as travel costs and uniform? The School has a small source of funds upon which it can draw to provide support for uniform and similar costs. Priority will be given to supporting those on larger bursary support.

What level of income do I need to be on to qualify for a bursary? This is a difficult question to provide a specific answer to, because the totality of your family's financial and other circumstances are taken into account in the assessment of a bursary offer. For example, the value of the family home or other assets may be taken into account. Bursaries are offered on a sliding scale basis, subject to the assessment of your financial and other circumstances. We use a policy of awarding bursaries up to a maximum of the value of the full tuition fee in the year. The following table shows the approximate level of support that may be available at the total assessable family finances (involving assets, income, savings and shares) as a guide:

Total assessable family finances	Maximum Bursary as a % of tuition fee	Parental contribution (based on 2015/16 fee)
£23,000	100%	£Nil
£35,000	87%	£1,736
£45,000	73%	£3,660
£55,000	55%	£6,011
£65,000	28%	£9,617
£71,000	Nil	£13,356

Parents should remember that the value of the parental contribution referred to here is only a guide, based on a specific year's fee.

What information will I have to provide if I apply for a bursary? The application form asks for full details of your circumstances, and also requires you to support these with documentary evidence. This will require you to provide your bank statements and other personal information. We assess the circumstances of the family unit in which the child lives and all those who have financial responsibility for paying the fees, so the information required may cover a number of people. We do appreciate that the process involves you sharing a significant amount of personal information with us, but we feel sure that you will support the fact that we must ensure that the School's charitable funds are used in the most appropriate way. All information you provide to us will be treated in strict confidence. We will retain copies of relevant documentation for successful applicants for the duration of their time at school, but original documents will be returned to you.

Will anyone visit my home? The school makes use of a third party company to visit the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

Do I have to apply every year? The School will consider the level of bursary funding for the next academic year in the summer before term starts. We may ask you to complete a bursary renewal form so we can reassess your financial circumstances and alter the level of funding accordingly. We cannot award a renewed bursary if our reasonable requests for information are not complied with. Also, we may ask a third party company to visit the parents'/guardians' house to ensure the information you have provided has been correctly interpreted.

If I have two children at the School, can I get a bursary for both? Yes, it is possible, but you should bear in mind that the financial assessment will be the same for both children and the parental contribution in respect of both will be the same; there is no additional discount for siblings. You should take this into account in your financial planning, and that bursary places are only available for those joining Year 7.

What happens if my circumstances change? If you are member of the bursary scheme (i.e. you have been supported since Year 7), and your circumstances change significantly during the year, you should get in touch with the Finance Manager to discuss the situation. If funds are available, then a temporary increase in a bursary may be considered. Should a fee paying parent experience a significant downturn in their finances then they can write to the Head who may consider whether bursary funding can be provided. In these cases such an award is at the entire discretion of the Head.

Can my bursary be withdrawn? In normal circumstances, and assuming that the School has funds to continue the scheme, a bursary would only be withdrawn if the annual financial assessment indicated that support was no longer appropriate under the terms of the scheme. However, your attention is drawn to the fact that the Parent Contract states, "Every scholarship, bursary or other award or concession is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the Pupil's part and to the Parents treating the School and its staff reasonably".

Will other pupils (or their parents) know if my child is awarded a bursary? As far as the School divulging this information is concerned, absolutely not – that information is entirely confidential. No pupil in receipt of bursary support is treated any differently in the School from those who pay the full fees. Governors and members of the School's management team are aware of which pupils are financially supported, but this information is then only extended to those who need to know (for example members of the Finance Office who must collect the fees). Should you wish to let people know about the School's bursary scheme and how it has assisted you, the School has no objection to that.

What is the difference between a bursary and a scholarship? The key difference is that a bursary is offered purely on the basis of an annual assessment of financial need, and can be up to the full value of the fees, whereas a scholarship is a fixed sum per annum and is offered on the basis of academic merit.

Can my child get a bursary and a scholarship? Yes, where a pupil qualifies for a scholarship that would normally be offered first, in order to preserve the limited bursary funds available. Whilst a pupil can benefit from both a scholarship and a bursary, the total financial assistance offered will not exceed the value of a full year's fees.

Is there other support based on ability in Music, Sport, and so on? At present four instrumental scholarships, covering free tuition on one instrument, can be awarded to pupils entering Year 7 and may be applied for at the time of completing the Application Form. Pupils will be invited to audition if they have been successful at the interview stage, following the school's Entrance Examination. These scholarships are not means tested and, subject to certain conditions, remain with the pupil for the duration of their time at the School. As a guide, pupils should be around Grade 4 standard or higher on their principal instrument, although they need not have taken the examination, and a letter from their

music teacher indicating the current level of attainment will help in the selection process. Pupils will be expected to participate fully in the musical life of the school, which would normally include membership of a choir. Preference will be given to players of orchestral instruments, but singers and pianists may also apply. At present, available funds do not allow us to offer sports scholarships.

How do I get further information? Please contact the Finance Manager, Barry Nicholls, on 0115 845 2209 or at Nicholls.b@nottinghamhigh.co.uk