Title	**Bursaries Policy**
Person responsible for policy formulation, implementation, maintenance and evaluation	Director of Finance and Operations
Persons consulted	Bursaries Committee
Created on	5 March 2018
Date of current review	June 25
Date of future review	June 26

BURSARIES POLICY

Bursaries
Holyport College hopes to offer at least seven transformational full boarding bursaries at any one time (subject to the availability of funds). Priority will be given to Transformational Full Boarding Bursaries over Hardship Bursaries.

There are two types of Bursaries available:

Transformational Full Boarding Bursaries (awarded at the point of entry to Holyport College)

New joiners in Year 7, Year 9 or Year 12 will be considered eligible for a bursary. Holyport College's Transformational Full Boarding Bursaries are generally awarded to applicants who come to us through The Royal National Children's SpringBoard Foundation. More information about this can be found here.

All applicants will be expected to meet the College's normal entry criteria which includes an assessment of suitability to board and, in the Sixth Form, minimum qualifying score in GCSEs.

Hardship Bursaries

Hardship Bursaries may be awarded to a student currently attending the College in any year group if there is a significant change in a family's financial circumstances and subject to sufficient funding being available. These are awarded for a fixed period only (usually until the end of the current academic year) and parents/carers will need to reapply in subsequent years for the continuation of support. No assumption should be made by the recipient of an initial hardship award that any subsequent application will be successful. Applicants need to apply in writing, providing as much detail as possible, to the Director of Finance and Operations.

The Governing Body has devolved the responsibility of awarding bursaries to the Bursaries Committee.

POLICY DOCUMENT REVIEW

This Policy document is subject to a periodic review (recommended as annual) by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

APPENDIX 1
Guidance on the criteria for the allocation of bursary boarding places

 i. Holyport College will consider applicants for a Year 7, Year 9 or a Year 12 bursary boarding place, who is able to fully embrace and benefit from all that boarding has to offer, whose personal circumstances mean that boarding would provide a transformational life opportunity over and above those opportunities offered by day schools and whose financial circumstances mean that they are not able to afford the fees, either in full or in part.

 ii. The extent to which an external applicant is able to benefit from the boarding experience and the extent to which it will provide a transformational life opportunity will be established through the application, school reference and interview process. For internal candidates, this will be established through their existing school record.

 iii. All applicants for bursaries must be found suitable to board through the College's usual processes.

 iv. All applicants for bursaries in the Sixth Form must meet the minimum academic requirement for entry to the Sixth Form.

 v. If a candidate is found suitable to board and it is believed they meet the other criteria for a bursary (that boarding would provide a transformational life opportunity and that they are able to fully embrace and benefit from all that boarding has to offer), the College will seek to establish financial eligibility either through eligibility for free school meals or such other checks on the family's finances as are appropriate.

 vi. The College uses Bursary Administration Limited (an independent third party) to carry out financial checks which will involve an interview with them.

 vii. The level of bursary awarded will be determined by the outcome of these checks. All checks will be in accordance with our Data Privacy Policy and GDPR regulations.

 viii. Where the number of candidates assessed as eligible for a bursary exceeds the number of bursary places available, additional criteria will be used to make final decisions on the allocation of bursary places. These criteria include: the extent to which a candidate will benefit from the boarding experience, housing, living in dangerous area, parental health and resilience, sibling health and resilience. The final decision on the allocation of places will be made by the Head and Governing Body of Holyport College

 ix. The College reserves the right for a proportion of its bursaries to remain unallocated should no suitable candidates be available at any particular time or should the financial situation of the College not allow the full allocation of awards.

 x. The College reserves the right to withdraw a bursary immediately if the student does not adhere to the College's Pupil Code of Conduct and Behaviour Policy.

Funding of bursaries

In line with DfE guidance, the College is expected to make an 8% return on boarding fees and that this amount may be used in part to fund bursary places. It should also be noted that this 8% is also required to be earmarked for other areas of expenditure such as renovation of boarding facilities. In addition to internal funding, the College will encourage funding from other sources, including the local authority, Buttle UK and The Royal National Children's SpringBoard Foundation.