BURSARY POLICY

Category: ***Referred to Sub-Committee for approval from School***

School update	
Responsible for review of policy	DFO
Last school update	September 2026
Governor Sub-Committee approval	
Sub Committee to review and approve	F&GP
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Approved by Sub Committee (Meeting date)	
Next Sub-Committee Review	
Related policies	

Uploaded to Staff Shared	October 2026
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RMS FOR GIRLS

BURSARY POLICY

This document should be read in conjunction with the Bursaries information found on the RMS website

1. General

1.1 The Governors of The Royal Masonic School for Girls are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support towards the payment of school fees. Such support is known as a bursary and these are awarded, depending on the financial, compassionate or other pertinent circumstances of applicants.

1.2 Bursary awards are subject to repeat testing of parental means on a regular basis and may be varied upwards or downwards. Factors taken into account in such assessments will include savings, investments, properties and other realisable assets, as well as income, outgoings and size of family.

1.3 The number of awards made in any one year will vary according to the quality and circumstances of candidates and the availability of funds. Although some of our bursaries are supported by specific donations from third parties, many are financed directly from school income within a budget authorised by the Governors.

2. Bursary Application Categories

2.1 Requests for bursaries usually fall into two categories:

- New applicants to the school who could not afford the fees without financial support ***(Bursaries)***.
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education. ***(Hardship Bursaries)***

3. Prioritisation of Applications

3.1 The potential monetary value of bursary requests in any one year often exceeds the level of funds available and the Governors have established a scheme of priorities to be followed by the DFO in the awarding of bursaries.

3.2 In particular please note that, under current levels of funding available:

- It is not usual for Bursaries to be awarded to pupils below Year 7
- Bursaries are awarded to enable a pupil who would otherwise be unable to afford to come to RMS
- Some consideration will be given where a limited contribution towards fees may be made to assist a girl to take up a place in the School where she is in real need psychologically and would

particularly benefit from attending the School. Such assistance would be considered upon the direct recommendation of the Headmaster

- For Hardship bursary applicants, support is typically provided for short term need to enable a child to finish a key stage in their education such as to allow pupils in exam years 11 or 13 to finish a course of study they have commenced.

4. Application procedure

4.1 Having regard for the above guidance as to eligibility, parents/guardians seeking a bursary are required to complete an application which seeks to establish the financial circumstances of the household. It is appreciated that for some applications, this may involve the assessment of two separate households. All those with parental responsibility must complete the application process for a pupil to be considered for bursary support.

4.2 Applications for Year 7 must be completed in full by 31 October in the year prior to entry, this is to allow sufficient time for applications to be assessed. Hardship bursary applications will be assessed within 2 months of a completed application, please note that financial support can not be applied retrospectively from the date of award.

4.2 The School employs the services of Bursary Administration Limited (BAL) to support the bursary assessment process. The bursary application and reassessment process are managed via an online portal where parents / guardians complete a Statement of Financial Circumstance form and upload supporting documentation.

4.3 The completed application, together with the necessary documentary evidence, will be reviewed by the Director of Finance and Operations (DFO). The DFO will decide whether to pass the application to Bursary Administration Limited (BAL) who provides an independent report for the school to review.

4.4 The School reviews and assesses all applications in order to establish the likely level of support which will be required in order to allow the child to remain at or attend the School. The DFO will confer with the Headmaster in order to establish the strength of the educational/pastoral case in support of the application before coming to the decision regarding whether a bursary can be offered and its value.

4.5 Applicants should be aware that there are limited funds available for bursary support and the school will compare the relative merits of each application to determine where to direct its funding.

4.6 Once a bursary is offered, parents/guardians are required to sign a letter accepting the bursary and an acknowledgement agreeing to any contingent conditions.

5. The Case for Assistance

5.1 The Headmaster and DFO may consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for entry to, or remaining at, the school is the first consideration in granting support.

Suitability

5.2 Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational and pastoral provision. In assessing a child's academic suitability, potential will be considered as well as actual achievement. Each pupil to whom support is offered must, in the opinion of the Headmaster, be likely to make sound academic progress and possess the potential to develop the quality of her work, and benefit from participation in the wider, extra-curricular activities

on offer at the School.

Financial Limitations

5.3 The amount of the bursary award is not influenced by the level of the academic ability of the child but by the financial information provided. 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 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 fairly allocated 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.
- The value and council tax band of the family home.
- In cases of separation, the contribution made by both parents.
- 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 grant will take into account these outgoings.

5.4 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/land holdings.

5.5 The financial assessment may involve the DFO, or BAL, visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

6. Indicative scale of Bursary Awards

6.1 The following table indicates the bursary support that might be awarded to a family with two children in full-time education, one of whom is applying to RMS. These numbers are based on the family having no significant assets.

6.2 Pupils in receipt of a bursary will receive potential support in proportion to the % award agreed with the following categories of costs:

- School fees

- Compulsory school trips, school lunches, public examination fees
- Uniform (an agreed annual allowance)
- Required digital devices / laptops (loan item offered)

6.3 Items excluded from support include optional individual music lessons, discretionary extra-curricular trips or transport.

6.2 Please note: School fees from September 2026/27, for Year 7 pupils are £29,055 (£9,685 per term). The School is unlikely to award a bursary if the family gross income is more than four times our fees.

Total family income (gross, i.e. before tax)	**% Support***	**Possible bursary award**	**Total contribution from parents/carers**
£55,000 or less	100%	£29,055	£0
£75,000	50%	£14,528	£14,527
£95,000	25%	£7,264	£21,791
£115,000 or more	0%	£0	£29,055

Please note that the possible bursary awards above are for guidance only. You should not assume you will be eligible for bursary support or that the level of support will be the amount indicated here. It is not possible for us to make an award without carrying out the financial assessment. All awards are made at the School's discretion.

7. Review

7.1 All bursary awards are subject to repeat testing of parental means on a regular annual basis and may be varied upwards or downwards depending on parental circumstances.

7.2 Bursary recipients are required to disclose material changes in their financial circumstances to the school.

7.3 For those in receipt of bursaries, the Headmaster and DFO have the discretion to reduce or withdraw an award following written notice of no less than one term for the following reasons:

- where a pupil's progress, attitude or behaviour has been unsatisfactory
- where the parents/guardians have failed to support the school
- late payment of any financial contribution of parents towards fees

7.4 Where an award has been withdrawn, parents/guardians may submit a written appeal to the Chair of Governors within 14 days of a decision if they believe relevant information was overlooked or procedural unfairness occurred.

8. Confidentiality

8.1 The School respects the confidentiality of bursary awards made to families and recipients are expected

to do likewise.

8.2 An application form can be requested by contacting the DFO on dfo@rmsforgirls.com

9. Data protection

9.1 Information contained in a bursary application is used for the purposes of considering the application for a Bursary, and personal information will not be passed to any third party (other than its appointed assessors) or used in any other way whatsoever without your consent. All documents will be securely disposed of in line with our data protection policy. Please refer to our Parent Privacy Notice available on the school website for general information on how we handle your personal data.