



Bursary Policy

What is a Bursary?

A Bursary at Wellington School represents a percentage reduction of the tuition fee, which may vary from 10 – 100%. All Bursaries are means-tested and the intention of the scheme is to widen access to the school, enabling children who would otherwise be unable to attend to benefit from the education on offer.

Who can Apply?

Bursaries are available to any pupil, at any stage in their education – from P1 to S6. Applications are accepted from new pupils who wish to join from other schools, as well as from existing pupils whose parents experience an adverse change of financial circumstance.

How do I apply?

Comprehensive information regarding the Bursary scheme is available on the school website, but parents are welcome to contact the school at any time in order to arrange a visit and find out more. Applications should follow the procedures detailed below:

- Contact the Admissions Registrar, Mrs Marian Dunlop, to obtain a Registration Form (for prospective pupils) and a Bursary Application Form.
- Return both forms to the school by the end of the Autumn Term in December, together with the required accompanying information, which includes copies of recent school reports (for prospective pupils) and the required financial supporting evidence.
- Parents of prospective pupils should contact the Admissions Registrar in order to arrange a meeting with the Head for themselves and their child or children. This also provides an opportunity to have a tour of the school, to meet pupils and to discuss the Bursary process with the Finance Manager.
- Children wishing to join P7 or S1 will be required to sit entrance assessments. These are traditionally held towards the end of January, but the arrangements are flexible and can be adapted to suit individual circumstances.

Note that it is not possible to apply for a Bursary without also going through the standard procedures that must be followed when applying for a place at the school. The Bursary decision making process will take into account all of the available evidence, including the

child's academic progress and application, behaviour and attendance levels, and his or her likely contribution to the wider school community.

The parents of existing pupils should note that a Bursary will not be awarded when there are fee arrears. Any parent experiencing financial difficulty or hardship should speak to the Finance Manager or the Head at the earliest opportunity.

What Financial Information will I need to provide?

The application form requires details of:

- Family income (earned and benefit-related)
- Regular commitments, including mortgage payments, insurances, council tax etc.
- Unearned income from savings, shares etc.
- Value of home (if owned or mortgaged)
- Other children within the family, whether attending school, college, in work etc.

What happens next?

The Bursary Committee meets in early February each year in order to consider applications. Whilst the decision to award a Bursary is made on the basis of all available information, the level of award is determined solely by financial need. The school will inform applicants of the outcome of their application during the month of February and the parents of pupils who are offered a Bursary will be asked to formally accept within two weeks of receiving the offer. The school should be informed as soon as possible if an offer is to be declined, in order that the funds can be released and made available to others.

How long is a Bursary for?

Bursaries are typically awarded in the expectation that assistance will be maintained for as long as the pupil remains at Wellington School. All awards are means tested, however, and are subject to formal annual review. Parents of Bursary recipients are expected to inform the school immediately of any significant change in their financial circumstances.

Note that where a partial Bursary is awarded, parents are required to pay the remainder of the fee. Failure to maintain any such financial contribution, or to comply with the annual Bursary review requirements, could jeopardise a Bursary award. The Bursary Committee reserves the right to withdraw a Bursary where it considers that any conditions attached to the award have not been met.

Key Contacts

Admissions Registrar

Mrs Marian Dunlop

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01292 269321

Finance Manager

Mrs Linda Peters

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