



BRADFIELD COLLEGE

BURSARY POLICY & APPLICATION PROCESS

1. Awareness

The College promotes the existence of means-tested support for College fees (“bursaries”), including the availability of 100% bursaries, through the College website [here](#). The website is the College’s primary platform for communication with the public and provides a link to enable potential applicants to contact the College for further information.

Information alerting parents/guardians of potential pupils to the possibility of means-tested support for fees is provided during the admissions process, through direct communication with primary schools, and through a number of other charitable organisations concerned with the widening of access to independent education, including Springboard and HMC.

The College appreciates that the bursary policy and process may be unfamiliar to applicants and is committed to helping applicants understand and follow the process. Parents/guardians who wish to apply for means-tested support with College fees should contact the Senior Deputy Head responsible for admissions, Alex Acton (admissions@bradfieldcollege.org.uk) or the Group Finance Director, Penny Franklin (gfd@bradfieldcollege.org.uk) for help and guidance when required.

2. Open Access

The Council of Bradfield College is committed to broadening access to the College and to helping talented pupils from all backgrounds to enjoy a Bradfield education. The College seeks to attract pupils, irrespective of their financial means, whom the College believes will contribute positively to the life of the College and offers financial support with the payment of College fees through the provision of bursaries where appropriate.

The College does not benefit from a deep well of endowed funds from which bursaries can be funded and, therefore, the majority of College bursaries are paid for out of the fee income generated from the other parents. Accordingly, a very strict and robust means-testing process is used to assess applications.

The College runs a Scholarship process that includes Year 9 and Year 12 awards for Academic, Sport, Music, Drama, Art and All-Round potential. It is important to note that all awards are “nominal”, in other words, they do not have any reduction in fees attached to them. However, the College seeks to allocate a proportion of gross fee income each year to provide bursaries for pupils resident in the UK who earn a scholarship or award, but for whom the cost of a Bradfield education would otherwise be out of reach.

The College recognises that the contribution of pupils attending the College with the assistance of bursaries has been significant in recent times. This contribution has been strong in both the academic and extra-curricular domains.

The College is particularly proud that it attracts pupils from economically (and socially) disadvantaged backgrounds who successfully compete for scholarships, exhibitions, and awards and are enabled, through means-tested bursaries, to attend the College where they go on to flourish and enjoy successful

careers at the College and beyond.

Equally, a number of pupils from disadvantaged backgrounds, who have satisfied the admissions criteria and who are expected to contribute to the life of the College without hitting the headlines, are granted means-tested bursaries to enable them to attend, although funds to support pupils who have not earned scholarships or other awards are, necessarily, finite. The majority of these pupils would normally transfer to senior school at the end of Year 6 (age 11), whereas Bradfield College only admits at 13+ (Year 9) and 16+ (Year 12). The College therefore aims to encourage, support and liaise with potential pupils' families over a number of years. Reassurance to such families, that bursary help will be available should their child's application be successful, is crucial to the smooth management of the process. In such cases, the College tries to give an indication of the likely level of bursarial assistance in advance, although the actual sum is dependent on the financial constraints of the particular year of transfer to Bradfield.

Bursaries are awarded following a means testing process – an assessment of the applicant's financial circumstances. The College will also consider compassionate and other relevant circumstances in deciding on the level of support. For new entrants to the College, bursaries are awarded approximately six months before the start of the academic year to which they relate. Bursaries are subject to annual review and parents/guardians may be asked to provide updated financial information to support the continuance of the award.

3. Categories of financial support

Funds available to provide bursary support are finite and are prioritised as follows:

- 3.1 **Pupils who win Scholarships or Exhibitions:** Priority is given to pupils who require financial assistance and who win a Scholarship or Exhibition for entry into Year 9 or Year 12. The rationale is clear – the College prioritises its limited funds to those pupils whose performance in the Scholarship process indicates that they will contribute the most to, and benefit the most from, an education at Bradfield College.
- 3.2 **“Life-Changing Awards”.** These awards are focussed primarily upon young people of extraordinary talent whose socio-economic and family circumstances are such that they have no prospect of ever attending a school like Bradfield and fulfilling their potential. In this regard, the College sources candidates through its connections with primary schools, and also works particularly closely with an education charity who have a wide network of contacts with inner-city youth clubs and maintained-sector schools across the country – who identify the young people and work with them and their families to match them to the right school. These pupils receive 110% funding (i.e. the College helps with many of the costs attached to equipping a child for life at the College and participating in the many opportunities). When necessary, the College will use its limited donated funds to bear the cost of these Bursaries.
- 3.3 **Pupils in College.** The College also seeks to prioritise support for pupils who are already in the College, but whose families have undergone unexpected financial shock. The rationale here is to support families who have been paying the fees and would continue doing so, but for the financial impact of an unexpected event (ill health, bereavement, loss of business and so forth). These bursaries are intended to enable continuity of the child's education, particularly at a time of family difficulty.
- 3.4 **Families who require financial assistance with College fees in order for their child to attend Bradfield** but do not fall into the categories above. If the College has funds sufficient to distribute into this group in any particular year, then these funds may be used to support further applicants who have met the usual admissions requirements and for whom means testing supports the need for financial assistance. Priority is given to serving members of the Armed Forces, Clergy and Teaching

professions.

Bursary support is usually only available to families who are resident in the UK, exceptions may be made for UK domiciled applicants who are posted or working overseas for a temporary period and for certain other exceptional circumstances; each case will be considered individually, taking all circumstances into account.

The Bursary Application process

Parents/guardians wishing to apply for financial support should make the admissions team aware of this on their child's application to the College. Parents/guardians of pupils who have been or are likely to be awarded a place and who have requested bursary support will be asked to complete an on-line Bursary Application Form, a 'Confidential Statement of Financial Circumstances' which must be completed **no later than 31st October of the year prior to entry**. This statement requests details of income, capital and expenditure and must be accompanied by full documentary evidence. The completed on-line form and supporting documentation is submitted to an independent means assessment specialist (Bursary Administration Limited), who are engaged by the College to conduct the process of the means inquiry and analysis.

The means assessment process involves a pre-arranged telephone or conference call to ensure that all the relevant financial information that will be relied upon by the College in the consideration of the application for fee assistance, is provided. This gives independent validation to the process and ensures greater consistency in assessment. The College expects families to do everything that they can to contribute the maximum amount possible towards their choice to educate their child at the College through:

- employment
- cutting down on discretionary spending
- realising assets/equity
- seeking help from relatives

The College sets a budget each year for its Bursary Fund. This figure may vary in line with the other financial requirements of the College in terms of capital and operating expenditure. The fund set aside each year is dwarfed by the level of demand, and therefore we are required to adopt a process of prioritisation for the distribution of the budget as outlined in the categories of financial support, above. Applicants in category 4 should not therefore assume that their application will be granted, and we advise that they must have, at the very least, a Plan B.

It must be stressed, that whilst the order or prioritisation of funds is as outlined in the categories of support above, the level of bursary support offered is determined purely by financial need.

Decision making

Determination of the final allocation of the Budget is reached in February/March of the year of entry (i.e. in the Lent Term ahead of their arrival in September for the new academic year).

All decisions are taken by the Group Finance Director in conjunction with the Headmaster, and parents/guardians will normally be given 14 days to accept any bursary offer.

If the parent/guardian does not accept the bursary offer within 14 days, the College has the right to withdraw the offer and may do so to support applicants whose bursary applications were not initially successful.

College funding for bursaries is limited and the demand for it is very high, thus the process is strict in

relation to means-testing and we encourage applicants throughout to maintain active dialogues with other schools - bursary applicants should ensure that they have an alternative option in case their bursary application is unsuccessful.

Annual review

All bursary awards are subject to an annual review, which may require a repeat testing of parent/guardian means and may be varied upwards or downwards depending on financial circumstances. For those in receipt of bursaries, the Headmaster and Group Finance Director have the discretion to recommend to the Council 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 College, for example by the late payment of the contribution they are making to the fees.

Confidentiality

The College respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

Data Protection

See separate privacy notice [here](#)

Glossary

The Headmaster	Dr Christopher Stevens MA DPhil
Group Finance Director	Penny Franklin
The Council	The Governors
Bursaries	Means-tested financial grants for Bradfield families
Scholarships	Academic, Music, Dr Gray All-Rounder, Sport, Art and Design, and Drama
Bradfield College	Coeducational boarding and day school 13 - 18

Revised August 2023