

# Bursary (Fee Assistance) Policy



Reviewer DL: July 2022

Next review by: September 2023

## **1 Introduction**

- 1.1 The Governors of The Godolphin and Latymer School are committed to broadening access to the School by offering parents means-tested financial assistance with school fees, known as Bursary awards.
- 1.2 Bursary awards are subject to review annually and the value of the award may vary from term to term, depending on parental circumstances. Awards are made on the basis of the family's financial circumstances, taking into account income and realisable assets as well as any other pertinent circumstances.
- 1.3 Requests for financial support usually fall into two categories:
- Assistance on entry to the school into Year 7 where a place has been offered but parents are unable to afford all or part of the school fees. A limited number of on entry bursaries into Year 12 (LVI) may be available.
  - Assistance is available to girls already at the School where a change in parents' circumstances has resulted in difficulty in meeting school fees and which may result in the girl being withdrawn from the school.

## **2 Bursaries on Entry**

- 2.1 The number of bursaries awarded on entry each September is at the discretion of the Governors.
- 2.2 Parents are required to indicate on the Application Form that they require financial support. Parents requiring assistance will then be sent a bursary application form which seeks to establish the financial circumstances of the household and which requests details of assets, liabilities and income. Any application forms which are not returned by the deadline or which are incomplete will not be processed. Applications which do not include full supporting documentation are regarded as incomplete.
- 2.3 When parents are offered a place at the School they will, at the same time, be advised on the status of their bursary application and whether the School can provide financial assistance. If parents wish to accept the bursary, they are asked to agree in writing, to any conditions relating to the award. A bursary awarded on entry is, under normal circumstances, guaranteed for the duration of a girl's education at Godolphin and Latymer but parents are required to re-apply for assistance each academic year. As long as there is no abnormal change in parents' circumstances, the level of the award is likely to remain constant.

## **3 Hardship Bursaries**

- 3.1 For girls already in the School, the School has a Hardship Bursary fund. Parents whose financial circumstances change suddenly and drastically may apply for assistance with the fees. Such awards are made for short-term assistance only; usually for no longer than one academic year. Awards are normally only made to girls in examination year groups (GCSE, A Level and I.B.).
- 3.2 The Governors allocate a budget for hardship bursaries each year and therefore, such awards are subject to the availability of funding and cannot be guaranteed.

## **4 The Application Process**

- 4.1 All applications are reviewed in order to establish the likely level of support which will be required. This will usually also involve the parents attending an interview to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- 4.2 The value of the bursary award is not influenced by the academic ability of the girl but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to available funding. The School has a duty to ensure that all awards are fairly assessed and allocated.
- 4.3 An award may be withdrawn and past awards reclaimed if false information is knowingly or recklessly provided or if parents fail to provide any additional information requested by the School in support of their application.
- 4.4 Bursary awards are only made as a contribution towards School fees; parents remain liable for extra charges incurred. It is a condition of the Bursary Award that outstanding charges are cleared as and when they become due. The School reserves the right to withdraw an award if parents fail to meet this commitment.
- 4.5 If parents wish to accept the bursary award they are asked to agree, in writing, to any conditions relating to the award. An award may be withdrawn and past awards reclaimed if false information is knowingly or recklessly provided or if parents fail to provide any additional information requested by the School in support of their application.

## **5 Additional Funding**

- 5.1 Where a pupil receives a full bursary award, that award may also include:
- A one-off grant of £500 to help with initial costs e.g. school uniform;
  - Free music tuition in one musical instrument or singing (or Speech and Drama);
  - One overseas or UK residential visit per academic year; and/or
  - School lunches.

## **6 Confidentiality**

- 6.1 The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.
- 6.2 The school is a data controller under data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation. Information submitted in connection with bursary applications will be processed in accordance with our Bursary Application Privacy Notice (please see the Appendix to this policy).

## APPENDIX

### Bursary Application Privacy Notice

#### Introduction

The Godolphin and Latymer School Foundation is the 'data controller' of personal data gathered for the purpose of processing your application for fee assistance in the form of a bursary award at either the Godolphin and Latymer School or Redcliffe Gardens School. We will comply with the data protection principles set out in data protection legislation when gathering and using personal information and this privacy notice provides you with more information about how we do this when assessing eligibility for a bursary award.

#### About the information we collect and hold

We collect and process information primarily about you as the parent(s)/legal guardian(s) of the child in respect of whom the application is made, but we may also collect some information about the child and any other dependent children.

This information about you or your children may include:

- Names, addresses and contact details, including email address, telephone number
- School(s) attended by the child and any other dependent children
- Details of any property owned – value of property and any mortgage outstanding
- Income from salaries and other sources, such as investments, and details of any benefits received
- Details of any assets, such as property, stocks and shares, bank and building society accounts
- Details of any liabilities
- Copies of bank statements, relevant tax information, mortgage statements and other supporting documents that you may supply.

The actual data provided will depend on individual circumstances. We do not routinely request any special category data (such as health information) but this may occasionally be provided by you in support of an application. Full details of the information required to assess the application is provided on the Bursary Application Form.

#### Why we collect and use this information

We need to process the data to assess your eligibility for a bursary award and the level of the award applicable if your child is offered a place at either Godolphin and Latymer School or Redcliffe Gardens School. The assessment process takes place on application and, if your application is successful, on an annual basis whilst your child remains at the relevant school to ensure that your financial situation has not changed to such an extent that it affects your qualification for the bursary awarded.

When we collect and process your bursary application data, we do so initially on the basis of your consent. Completing and returning the Bursary Application Form, with supporting documentation, is optional and by doing so you are volunteering information for the specific purpose of our assessing your eligibility for a bursary award. Your submission of the application therefore indicates your consent to our processing the data for that purpose. You are entitled to withdraw your consent at any time before the outcome of the application has been notified to you and you can do this by informing the Bursar in writing. Please note that without your full consent we cannot continue to process your application, which will therefore be considered withdrawn. Such withdrawal will not affect your application for a place at either school.

If your bursary application is successful, we are required to retain the data provided in support of that application, which will be held in accordance with the parent and pupil privacy notice available on the

relevant school's website and the additional information below. If your bursary application is not successful, but you subsequently accept place for your child, the School will retain a copy of your bursary application form only.

### **Storage and access to this information**

Your personal information is received in the Godolphin and Latymer School Foundation's Finance Office and is assessed by Finance Office staff only. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. The outcome of the assessment may be shared with the Head and the Registrar at the relevant school but will not generally be shared more widely within either school.

Occasionally it may be necessary to share your information with third parties such as professional advisers, government authorities or others where required by law or where reasonably necessary for the operation of the relevant school. We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way.

### **How long do we keep your data?**

If your bursary application is successful, the financial data provided in support of your application will be kept for the duration of your child attending the school for which the bursary was awarded, or until the bursary ceases, whichever is sooner, and then for a further minimum of 7 years. If your bursary application is unsuccessful, the financial data you provided will be destroyed within 3 months of the start of the school year the bursary application was for. The application form will be destroyed at the same time unless you have accepted a place at either school for your child, in which case it will be destroyed when your child leaves the school.

### **Your rights to correct and access your information and to ask for it to be erased**

Please contact the Bursar, Mrs Diana Lynch, who can be contacted via [finance@godolphinandlatymer.com](mailto:finance@godolphinandlatymer.com) or 020 8735 9595 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased in certain circumstances.

### **Further information**

We hope that the Bursar can resolve any query or concern you may have about our use of your information. If not, you are entitled to contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights or to make a formal complaint. Please note, however, that the ICO does recommend that steps are taken to resolve the matter with the relevant school before involving the regulator.