



## Bursary Policy

**Re-written March 2025 – Review date March 2027**

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### Introduction:

Our mission is to provide a holistic Christian education for all and to inspire discipleship.

This policy outlines the principles and procedures for awarding school fee bursaries to eligible students. The purpose of this bursary programme is to ensure that deserving students, who face financial barriers, have the opportunity to access Bradford Christian School's educational programmes. The school is committed to widening access and promoting inclusivity.

### Objectives:

- To provide financial assistance to students who agree with our mission and vision, but whose families are unable to afford the full school fees.
- To attract and retain a diverse student body.
- To ensure a fair and transparent process for awarding bursaries.
- To promote equal opportunities in education.

## Eligibility Criteria

To qualify for a bursary at Bradford Christian School, applicants must meet the following criteria:

- The student must be enrolled or have been offered a place at Bradford Christian School.
- The family's total household income must be below £40,000 per annum.
- Additional consideration may be given to students facing unexpected financial hardships.
- Applicants must provide the following documentation:
  - Proof of income (e.g., recent payslips, P60)
  - Bank statements for the last three months
  - Any other relevant financial information
- Priority for bursaries will be given to those working in Christian ministry, returning missionaries and Christian families who want to join but their financial situation is a genuine barrier.

## Financial Need:

- Applicants must demonstrate a genuine financial need. This will be assessed through a comprehensive financial assessment process.
- Supporting documentation, such as income statements, tax returns, and bank statements, will be required.
- The school reserves the right to verify the provided financial information.

## Christian Community:

- Our vision is to be a Christian community in which everyone grows in character, faith, knowledge, understanding and wisdom
- The school will consider the applicant's potential to contribute positively to the school vision.
- Applicants must have a positive attitude towards learning.
- Current students must have a satisfactory disciplinary record.

## Application Process

### Application Form:

- Applicants must complete and submit the official school fee bursary application form.

### Supporting Documentation:

- Applicants must provide all required supporting documentation, including:
  - Financial documentation (income statements, tax returns, bank statements)..
  - Letters of recommendation.
  - Any other documentation requested by the school.

### **Application Deadline:**

- Applications must be submitted by the specified deadline. Late applications will not be considered. This is usually the second Friday in May

### **Confidentiality:**

- All application materials and financial information will be treated with strict confidentiality.
- A bursary forms a confidential agreement between the fee payer and the school. This must be kept confidential and must not be shared outside the relevant household without express consent from the school. Any breach of this may lead to withdrawal of bursary

### **Bursary Committee:**

- A bursary committee, head teacher, school business manager and a member of SLT will review and evaluate applications.

### **Assessment:**

- The committee will assess applications based on the eligibility criteria outlined in this policy.
- The committee may conduct interviews with applicants and their families.
- A sample of financial assessments will be conducted by a qualified individual or company.

### **Awarding of Bursaries:**

- The committee will recommend bursary awards to the school's governing body for final approval.
- The number and amount of bursaries awarded will depend on the availability of funds and each case will be treated on its individual merits.

### **Notification:**

- Applicants will be notified of the outcome of their application in writing.

### **Bursary Award Details:**

- The amount of the bursary will be determined based on the assessed financial need and the availability of funds.
- Bursaries will cover a percentage of the school fees, and not usually the full amount

### **Terms and Conditions**

- Failure to comply with the terms and conditions may result in the revocation of the bursary.
- The school reserves the right to conduct periodic checks on the financial situation of the recipient.
- The decision to grant a bursary remains entirely at the full discretion of the bursary committee
- The award of a bursary in one school year does mean provision in future years.
- The bursary scheme can be withdrawn at any time.

Review:

- Bursaries are subject to annual review. The school reserves the right to change the bursary amount, or revoke the bursary based on changes to the student's financial situation, school performance, or behaviour.

Appeals:



- Applicants who are not awarded a bursary may appeal the decision in writing to the school's governing body.
- Appeals must be submitted within a specified timeframe.
- Appeals will be reviewed by an independent panel.

Contact Information:

- For enquiries regarding this policy, please contact the school's admissions office or bursary administrator.

Policy Review:

- This policy was re-written in March 2025 and will be reviewed **every 2 years**.

Formally agreed through Governors compliance:	<b>27 March 2025</b>
Signed Richard Shackleton – Chair of Governors	
Signed Jane Prothero – Head Teacher	
Review Date:	<b>March 2027</b>

# Bursary Financial Declaration Form

Please ensure you complete this form in full as incomplete applications will not be accepted. All applications will be reviewed by the Bursary Committee so please ensure all information provided within this form is accurate

## 1. Child

Provide details of the child/ children applying for a bursary

Name	
Date of Birth	
Year Group	

<p><b>Provide the names of any other children who attend BCS:</b></p>   
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## 2. Parents/guardians

Provide details of the parent(s)/guardian(s) who are submitting the application. **Parental Responsibility: If this declaration is being completed by one Parent / Guardian.**

Please indicate here
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	Parent / Guardian 1	Parent / Guardian 2
Full Name		
Title		
Address		
Telephone Number		
Email Address		
Occupation Status	Retired /employed /self-employed /unemployed /business owner <b>(please circle whichever applies)</b>	Retired /employed /self-employed /unemployed /business owner <b>(please circle whichever applies)</b>
Job Title		

### 3. Parent /Guardian 1 income

Enter below your gross current earnings and expected income per year from all sources for 2025 and 2026.

	Actual figures for tax year ended April 2025	Estimated full year figures for current tax year ending April 2026
Gross salary (eg. before deductions for tax)		
Taxable benefits		
Bonus payments		
Gross profits of your own business /company		
Gross pension, widow's pension, etc.		
Gross investment income (eg. from building society /dividends /interest)		
Dividends from your own business /company		
Gross rental income from property		
Separation /maintenance allowance /child support		
Job seekers allowance		
Income support		
Child benefit		
Working tax credit		
Child tax credit		
Council tax benefit /housing benefit		
Universal tax credit		
Any other social security benefits		
Any other income		
<b>TOTAL INCOME</b>	£	£

### 3b. Parent /Guardian 1 expenditure

Enter below your expenditure per year for 2025 and 2026.

	<b>Actual figures for tax year ended April 2025</b>	<b>Estimated full year figures for current tax year ending April 2026</b>
Tax payable on total income (including tax deducted at source)		
National insurance contributions		
Pension contributions		
Mortgage interest (include capital repayment as well as interest)		
Any other interest payable (please specify)		
Annual landlord rent payable on main residence		
<b>TOTAL EXPENDITURE</b>		

#### 4. Parent /Guardian 2 income

Enter below your gross current earnings and expected income per year from all sources for 2025 and 2026.

	Actual figures for tax year ended April 2025	Estimated full year figures for current tax year ending April 2026
Gross salary (eg. before deductions for tax)		
Taxable benefits		
Bonus payments		
Gross profits of your own business /company		
Gross pension, widow's pension, etc.		
Gross investment income (eg. from building society /dividends /interest)		
Dividends from your own business /company		
Gross rental income from property		
Separation /maintenance allowance /child support		
Job seekers allowance		
Income support		
Child benefit		
Working tax credit		
Child tax credit		
Council tax benefit /housing benefit		
Universal tax credit		
Any other social security benefits		
Any other income		
<b>TOTAL INCOME</b>	£	£

#### 4b. Parent /Guardian 2 expenditure

Enter below your expenditure per year for 2025 and 2026.

	Actual figures for tax year ended April 2025	Estimated full year figures for current tax year ending April 2026
Tax payable on total income (including tax deducted at source)		
National insurance contributions		
Pension contributions		
Mortgage interest (include capital repayment as well as interest)		
Any other interest payable (please specify)		
Annual landlord rent payable on main residence		
<b>TOTAL EXPENDITURE</b>		

#### 5. Child's Main residence

State whether it is:

Owned with a mortgage	Yes /No	If yes, monthly payment is £
Owned with no mortgage	Yes /No	
Rented	Yes /No	If yes, monthly rent is £
Do you receive any housing benefit or council tax benefit?	Yes /No	If yes, monthly amount is £
Which council tax band is the house in?		

## 6. Household expenditure

Provide details of your annual household expenditure.

Food	
Clothing	
Utilities	
Landline/broadband/TV	
Mobiles	
Council tax	
House insurance	
Payments to family members	
Any other expenditure	
<b>TOTAL LIABILITIES</b>	

## 7. Assets

In addition to taking account of all relevant sources of income, the school takes into account all of your assets.

	Parent / Guardian 1	Parent /Guardian 2
<b>Approximate market value of all investments</b> • <i>Building society /bank deposits</i> • <i>Equity investments, stocks, shares</i> • <i>ISAs</i> • <i>Other investments</i>		
<b>Approximate market value of main residence</b>		
<b>Approximate market value of other possessions</b> ( <i>house contents, cars etc</i> )		
<b>Cash at banks or elsewhere</b> ( <i>if not listed elsewhere on this form</i> )		
<b>Approximate market value of any other assets</b> ( <i>please specify and include the market value of any insurance policies maturing in this tax year or the last five years</i> )		
<b>Net worth /value of any business which you own or share</b>		
<b>Approximate market value of any other properties owned either at home or abroad</b>		
<b>Redundancy, employment separation or lump sum payments</b>		
<b>Overseas savings, assets or business interests</b>		
<b>TOTAL ASSETS</b>		

<i>Provide information on any other assets or sources of income not included above:</i>
<i>Indicate any reasons why assets cannot be converted or used to pay school fees:</i>

## 8. Liabilities

*Please provide details of your liabilities.*

	<i>Parent /Guardian 1</i>	<i>Parent / Guardian 2</i>
<i>Mortgage – amount outstanding on house</i>		
<i>Loans (please provide details)</i>		
<i>Credit cards</i>		
<b>TOTAL LIABILITIES</b>	<b>£</b>	<b>£</b>

## 10. Contribution

*A bursary at the school offers a partially funded place therefore, we expect all families to make a contribution. Please confirm your affordable contribution per year (£)*

## 11. Any other relevant information

*Please provide any other information that you feel is relevant to your application. You may continue on further sheets if necessary.*

## 12. Assessing your bursary application: data protection considerations

Please note that no application will be considered unless the process as detailed below is followed. In making this application and completing this form you will be taken to have consented to the processing of financial and personal data relating to the applicants, personal data relating to the child, and sensitive personal data relating to the applicants and child. Relevant information may be obtained from third parties. You are also taken to have consented to the following:

1. If you have been asked to complete a bursary application form this should be completed fully and sent to the school directly. Please note, the school cannot be held responsible for any incomplete information, so it is in your interest to complete it as fully and as detailed as possible.
2. The completed application form and any supporting paperwork (when supplied) will be kept securely by the school.

Please be assured that this process is undertaken for the purposes of considering your application for a bursary only. You are entitled to request that your information be deleted permanently at any time.

## 13. Declaration

We/I have read the application form, and the accompanying bursary policy, and have made a complete declaration of our/my income and assets. We/I understand that if we/I are/am offered a bursary for our/my child and accept a place for him/her at the school:

- A. the assessment process may also involve an interview by the school. The school may make use of publicly available information in assessing the application;
- B. the bursary will be less than 100% of the fees we will be responsible for payment of the remainder;
- C. we/I understand that any award or bursary is subject to annual review and that we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the school and supply all relevant supporting evidence by the return date indicated;
- D. we undertake to report immediately any material change in the financial position declared;
- E. the bursary may be withdrawn or reduced, and in certain circumstances, past payment reclaimed if:
  - a. there is a breach of the school's terms and conditions attached to the acceptance of a place for our/my child at the school;
  - b. we/I have knowingly and/or recklessly provided false information;
  - c. we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
  - d. we/I have failed to produce any additional information required by the school to evidence our/my financial circumstances;
  - e. there is in the view of the Principal either unsatisfactory work or conduct;
  - f. the school's resources are insufficient to maintain the level of award;
  - g. fees payable by parent or guardian are in arrears/unpaid.

**Parent /Guardian 1:** \_\_\_\_\_ **Date:**

**Please print name in capital letters:**

**Parent /Guardian 2:** \_\_\_\_\_ **Date:**

**Please print name in capital letters:**