

## Bursary Policy

### 1. What is a Bursary?

Wellington School allocates money from its income, with which to fund means-tested bursaries. The intention of this is to widen access to Wellington School, allowing children who would otherwise be unable to attend, to enrol as pupils. A bursary at Wellington represents a percentage reduction of the tuition fee and that percentage may vary from 10-100%. A modest contribution of £100 is also available to help with other expenses such as travel, uniform and music tuition, at the discretion of the School.

### 2. Who can apply?

Wellington School bursaries are available to any pupil (i.e. either new pupils from other schools or existing pupils of Wellington School) at all stages in the School from P1 to S6.

### 3. How do I apply?

#### New Pupils

Bursaries are advertised on the school's website and in the local press throughout the year. Information on bursaries is also included in the prospectus pack issued to prospective parents. Prospective parents are welcome to make an informal visit to the school at any time. Applicants for bursaries should follow the procedure detailed below:

1. Contact the Admissions Registrar, Marian Dunlop, to obtain a registration form, Bursary application form and notes on completion of the form;
2. Return both forms to the School by the end of the Autumn term with the required accompanying information – copies of latest school reports and all financial supporting information.
3. Arrange with the Admissions Registrar for yourself and your child(ren) to come in to School and meet with the Head. This also gives you the opportunity to have a guided tour of Wellington, meet pupils, talk to academic staff and discuss the bursary process with the Bursar.
4. Arrange with the Admissions Registrar for your child(ren) to sit the relevant entrance tests for their level (where applicable) e.g. P7/S1 Entrance Tests take place on the last Saturday in January, each year.

#### Existing Pupils

Bursaries are advertised prominently on the School's website throughout the year. The School also advertises bursaries in the local press throughout the year. Should you decide to apply for a bursary, please note that as bursaries cannot be awarded where you are in arrears with fees, it is in your interests to speak to the Bursar or Head at the earliest possible stage, should you encounter financial difficulty. To apply you must follow these steps:

1. Contact the Bursar to obtain a Bursary application form and notes on completion of the form. You may wish to arrange a short meeting to discuss the application process with the Bursar;
2. Return the form to the School by the end of the Autumn term with the required financial supporting information;
3. Arrange with the Admissions Registrar for yourself and your child(ren) to come in to School and meet with the Head. This also gives you the opportunity to have a guided tour of Wellington, meet pupils, talk to academic staff and discuss the bursary process with the Bursar.
4. The School will then examine your child's school reports to consider academic progress and application, behaviour and attendance levels and contribution to the wider school community.

#### 4. What financial information will i need to provide?

The application form requires details of:

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

#### 5. What happens next?

The Bursary Committee meets in early February of each year to consider all of the relevant information, both financial and non-financial, provided by bursary applicants. In reviewing applications, the Committee assesses the level of financial need, academic ability, application and progress, behaviour and attendance levels, in equal regard. The Bursary Committee then determines the percentage of bursary award (if any), to be made. The School makes offers of school places and bursaries during the second week of February. Parents of pupils offered a bursary, should advise the Bursar of their acceptance or otherwise within two weeks of receiving the offer. Should you decide not to take up the offer of a bursary, parents are required to inform the School immediately, as this can release those bursary funds to others.

#### 6. How long is a Bursary awarded for?

Bursaries are typically awarded with an expectation that assistance will be maintained for as long as the pupil remains at Wellington School. All awards are means-tested and are subject to review. The annual review is undertaken by the Bursary Committee and consideration is given to financial need, academic progress, behaviour, attendance and contribution to the wider school community.

#### Please note

Where a partial bursary is awarded, this will result in a partial contribution from yourselves and failure to maintain any such financial contribution or provide financial information could jeopardise a bursary award. The Bursary Committee reserves the right to withdraw a bursary where it considers any conditions attached to a bursary award, have not been met.

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#### Relevant Contacts

##### Admissions Registrar

Marion Dunlop  
admissions@wellingtonschool.org  
01292 269321

##### Bursar

David Kennedy  
dkennedy@wellingtonschool.org  
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