



BRIGHTON  
COLLEGE

# Brighton College *Bursary Policy 2024-25*

Policy for means tested bursary provision explained



# Policy for Means Tested Bursary Provision

## General

The Governors of Brighton College (the "College") are committed to broadening access to the College to pupils able to take full advantage of all the opportunities on offer, irrespective of parents' means. In order to achieve this, the College has a policy of introducing only appropriate fee increases year on year, of trying to raise additional funds for investment in expansion other than by pure funding from fees and by offering to eligible parents and guardians means-tested financial support. Such support is known as a Bursary, which is usually awarded as a specific monetary value, deducted from net tuition fees, and is dependent on the financial circumstances of applicants.

Bursary awards are subject to repeat testing of parental means each term or year and may be varied upwards or downwards, depending on parental circumstances. Awards are made on the basis of each individual family's financial circumstances and the level of fees that are payable for their child, with greater emphasis to those in significant GCSE, A-level or BTEC years.

**Please note that bursaries are only available for Day pupils. Boarding pupils are not eligible under our Bursary policy.**

Requests for financial support usually fall into two categories:

- Prospective applicants to the College, where a place has been offered but parents/guardians are unable to fund the full tuition fees.
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

Each Bursary application is judged on its own merit, with bursaries awarded typically in the 5%-30% range, depending on the financial circumstances of the families applying. Additional amounts may also be available for those bursarial recipients staying on through to the end of the Sixth Form and will be separately assessed at the appropriate time. Typically, if a family's total gross income is greater than £100,000 per annum then a bursary is very unlikely to be considered. Consideration is also given to the level of total family bursarial support with an objective to support as many families as possible.

We also offer the 16+ Opening Doors scholarship, specifically for talented and ambitious young people from the local area who have experienced a significant disadvantage, or who have been displaced. This programme offers fully funded (100%+ bursaries) places and is run outside of our Bursary policy. For more information please refer to the Opening Doors page on our website which you can find here: <https://www.brightoncollege.org.uk/openingdoors/>

# New Applicants to the College

## Awareness

Information provided by the College alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of Colleges fees is included in:

- The College prospectus;
- The College website;
- Relevant College advertisements.

## The Application Process

Bursaries may be made available to parents/guardians of Day pupils entering Years 7 to 13 of Brighton College – these are years when the educational tuition is more expensive and the Governors consider it more likely that parents will be unable to afford the full fees. Bursaries are not awarded to Boarding pupils. Bursaries are awarded at the discretion of the Governors, and the Bursar and Finance Team are responsible for the management and coordination of the process, with reference to the Head Master where appropriate.

Every year, as part of the annual budgeting process, the Governors in conjunction with the Head Master and the Bursar determine an amount to be set aside for the provision of means tested bursaries.

The application process is as follows:

- **Step One.** Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income, expenditure, capital and investments, should be requested from the Finance team. The completed forms, together with the necessary documentary evidence to support the application, are to be submitted to the Finance Team. Please note the deadline for applications is as follows:
  - For all new entrants to the College **for entry years 11+ (Year 7) the application window is from 1 August to 30 November** in the year prior to starting at the College (so 13-9 months ahead of joining).
  - For all new entrants to the College **for entry years 13+ (Year 9), the application window runs to 31 October** each year, being 22 months before

entry, allowing parents to make a final decision of acceptance of a place in January of the year prior to entry. For example, indicative bursary amounts will be available in November 2024 for acceptance of a place before January 2025 for pupil entry in September 2026. Given the length of the timescales involved, the bursary amounts will then be firmed up in the months prior to the pupil joining in line with the annual renewal process.

- For all new entrants to the College **for entry years 16+ (Year 12) the application window is from 1 August to 31 October** in the year prior to starting at the College (so 13-10 months ahead of joining).
- Any applications received after 31 October may, in exceptional circumstances, be considered, although it is likely that such applications will only be considered after those that have been submitted ahead of the deadline.
- **Step Two.** The Finance Team assess all applications in order to establish the likely level of support which will be required in order to allow the child to attend the College. This assessment may involve the Finance Team, another member of staff or an appointed third party assessor, visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- **Step Three.** The Finance Team prepares a recommendation based on each individual family's financial need. This is considered by the Bursar and a joint recommendation is then reached.
- **Step Four.** The parents/guardians are advised whether their child is to be offered a place at the College and of the level of the Bursary offer. These Bursary offers will be made according to the Entry Year group shortly after the offer letters are issued by the Admissions Department, in order that parents may make an informed decision before agreeing to accept a place at the College. These offer dates will be as follows:-
  - **11+ Entry** - Bursaries will be confirmed by the **first week of February** for applicants starting in that September (7 months ahead of joining).

# Existing Pupils

- **16+ Entry** - Bursaries will be confirmed by the **first week of December** for applicants starting in the following year September (9 months ahead of joining).
- **Step Five.** Parents/guardians are then required to sign a letter accepting the place at the College and an acknowledgement agreeing to any conditions relating to the bursary – one of which is that the balance of fees due is paid on time or they will forfeit the bursary.

If you would like a confidential discussion on the bursary process ahead of applying then please contact the Head of Finance at [HeadofFinance@brightoncollege.net](mailto:HeadofFinance@brightoncollege.net).

## The Case for Assistance

The Finance Team and Bursar will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the College is the first consideration in granting support.

- **Suitability.** In assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Head Master and/or Head of the relevant school, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the College. Each applicant must meet the College's normal academic requirements. Reports from previous school(s) and any reports from the College will be consulted for evidence of good behaviour.
- **Financial Limitations.** Subject to our suitability criteria above, **the amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need.** Each case is assessed on its own merits and awards are made accordingly, subject to the College's ability to fund these within the context of what is viable within its overall budget. It is recognised that judgements about what sacrifices a family should make to pay College fees will be personal.

However, the College has a duty to ensure that all bursary grants are well focussed and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be earning unless one is prevented from doing so through incapacity, the need to care for children under School age or other dependents, or the requirements of their partner's work.
- Opportunities to release any capital. Significant capital savings, investments and pensions would be expected to be used for the payment of College fees, as would equity values in property or land.
- In cases of separation, the contribution made by the absent parent.
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- Where fees are being paid to the College or other Colleges (or universities) for siblings, the bursary will not subsidise such outgoings.
- Acknowledging that others might have a different view, the College considers that the following would not be consistent with the receipt of a bursary:
  - Gross family income greater than £100,000.
  - Significant equity held in either the main residence, additional property or a combination of both.
  - Significant cash savings or liquid assets (>£30,000).
  - Frequent or expensive holidays.
  - New or luxury cars.
  - Investment in significant home improvements.
  - High value pensions or investments that are available for drawdown.

## Adverse Change in Family Circumstances

The College will set aside each year a Hardship Fund for cases of sudden, unforeseen need such as the fee payer being made redundant or their incapacity to work due to illness etc., which may occur outside of the normal annual calendar cycle for bursarial reviews. This sum will be set within budgetary constraints. Parents/guardians with a child at the College whose financial circumstances suddenly change may apply for a bursary to the Bursar or Finance Team explaining their situation using the form to be requested from the Finance team. Such awards are only considered for Day Pupils in Years 7 to 13, and are subject to the availability of funding and therefore cannot be guaranteed.

Please note that such instances of 'hardship' would not include temporary or short term reduction in family income due to lower bonuses or commission, and it is assumed that parents will consider any variability in their income level over the medium term, rather than short term, in assessing their affordability of paying fees.

## Periodic Reviews

Subject to budget restraints, the College will prioritise existing bursary recipients over new applicants, in order to continue to support pupils throughout their time at the College. However, all bursary awards are subject to repeat testing of parental means each term or year and may be varied upwards or downwards depending on parental circumstances and the availability of College funds. If parents/guardians' circumstances improve, there is an obligation to make the College aware.

**Current bursary holders** will be issued with repeat means-testing forms during Hilary term with a deadline for return 2 weeks before the end of Hilary term. Existing bursary holders will be notified of the decision relating to their renewal by the end of Hilary term. Should parents subsequently wish to withdraw their children then notice will be required by the start of Trinity term to avoid Fees in Lieu being payable.

For those previously in receipt of bursaries, the Finance Team, in making their recommendation to the Bursar has the discretion to recommend 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 any contribution they are making to the fees.

As mentioned above, consideration is also given to the level of total family bursarial support with an objective to support as many families as possible. It may therefore not be possible to provide bursarial support to future siblings that join at a later stage at the same level, or at all, as existing siblings.

## Confidentiality

The College respects the confidentiality of bursary awards made to families and the information supplied to facilitate the application process, and recipients are expected to do likewise.

## Other Sources of Bursary Assistance

In addition to the College's Bursary Fund, there are a number of educational and charitable trusts that provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. Brighton College encourages parents/guardians to apply for support where it is felt a good case can be made for assistance and will take into account when determining hardship cases whether assistance has been sought from such sources. Further information on how to pursue such assistance may be obtained from:

**The Head of Finance**  
**Brighton College**  
**Eastern Road**  
**Brighton**  
**BN2 0AL**

**Email: [HeadofFinance@brightoncollege.net](mailto:HeadofFinance@brightoncollege.net)**

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