



BURSARY POLICY

The Trustees, Headteacher and Staff will ensure that the policy is implemented equally in all cases, irrespective of ethnic origin, cultural differences, gender, disability or sexuality issues. They will ensure that students are listened to and that their concerns are appropriately addressed. This policy should be read in conjunction with other key policies and procedures.

This policy will be monitored by the Board of Trustees ("Board")

Approved: October 2022

1. INTRODUCTION

The Bursary Policy aims to ensure the school's vision of creating and maintaining:

"A caring community, nurturing creativity and inspiring global citizens".

The policy aims to ensure the school achieves its mission:

"Provides a human-centred approach to learning, ensuring that each individual is nurtured to be a self-directed, creative thinker that contributes to making their communities and the world around them a better place."

The policy aims to support the school's charitable status and when possible supporting families through hardship.

1. BURSARY STRUCTURE

Landmark International School wishes to support the children of families who are unable to pay the full fees. We are committed to broadening access to the School and wish to help children who would benefit from a Landmark education. We expect the beneficiaries to make a positive contribution to the school community.

1.1 A limited number of means assessed bursaries are available. These are awarded based upon an assessment of a family's financial circumstances. Bursaries are aimed at supporting existing Landmark families facing temporary financial difficulties and are available also to prospective families whose children would significantly benefit from being educated at Landmark International School.

1.2 In order to help the greatest number of parents who need financial assistance, all those who apply for a bursary grant from the school are asked first to enquire if they are eligible for assistance from any other source. A number of charities provide support for families whose children need an independent education and families are encouraged to research these. A useful place to start is <http://educational-grants.org>

1.3 All bursary applications have to show that financial assistance with the payment of fees is needed.

1.4 In attempting to reach fair and just decisions, we keep in mind the charitable aims of Landmark International School and make judgments about those who will most benefit and flourish within our community.



1.5 Once awarded each bursary is reviewed on an annual basis and parents are notified of the value of the award for the following academic year. The award may vary from year to year according to either the parents' financial circumstances or the school's available bursary funds.

2.0 Awarding Process

The School has a limited budget available for bursaries. All bursary decisions made by the School are final, and require a full financial disclosure and means assessment.

2.1 Bursaries up to a maximum value of 20% of fees only can be awarded by the Head and the Bursar. In other circumstances where Bursaries are required for a higher amount, applications are considered by the Bursary Committee, which includes the Head, the Bursar, the Registrar and at least one Board member. A decision on a bursary of over 20% of fees only will require Board of Trustees approval.

2.2 The Bursar is responsible for the management of the bursary application process and ensuring that the Board of Trustees are aware of the % of bursaries awarded in all cases.

2.3 Families are required to indicate at the time of application that they are seeking a bursary.

2.4 The usual admissions procedure should be followed and in addition the completion of a bursary application form is required. The form should be obtained from the Registrar but must be returned directly to the Bursar.

2.5 A careful assessment of the application is made in order to establish the level of support required by each family and to allocate the limited funds available in the fairest way possible.

2.6 Any offer of a place will be made in conjunction with the decision made by the Head/ Bursar or Bursary Committee with regard to the awarding of a grant, the value of the grant and any conditions that apply.

3.0 Expectations of Parents

3.1 Parents are expected to accept the offer of a place and bursary at the same time, and do so by completing the acceptance form and returning it with the acceptance deposit to the Registrar.

3.2 Parents are required to sign an agreement accepting the bursary and the terms and conditions relating to it including acknowledgement that the award and value of the bursary is confidential.

3.3 All student beneficiaries are expected to contribute to the life of the school through participation in public events such as open days, marketing events and cultural events.

4.0 Value of Grants

4.1 The amount of the bursary award is not determined by the academic ability, but by the level of need and parents' financial position. Each case is assessed on its own merits and awards are made accordingly. These are subject to the Schools ability to fund these within the context of its overall budget.

4.2 It is recognised that judgements about what sacrifices a family should make to pay school fees will be a matter of judgement but the School endeavours to act as impartially and objectively as possible.



4.3 The school has a duty to ensure that the number and value of bursary grants are fairly allocated and so, as well as current earnings, other factors such as availability of assets and other sources of funds will be considered in determining the necessary level of grant.

5.0 Contact

Further information including a school application form are available from the Registrar.