



## **POLICY 48**

# **FEE REMISSION POLICY**

Policy reviewed by	Bursar
Governors' Committee	Finance & School
Date reviewed	Summer 2024
Approval / Oversight	Oversight
Next review date	Summer 2026

# TRURO HIGH SCHOOL

## FEE REMISSION

### 1. INTRODUCTION

#### 1.1 Award Schemes Available

The Governors at Truro High School believe that a carefully targeted and transparent Fee Remission Policy can be of immense benefit to the School. The Governors are committed to broadening access to the School by offering eligible parents and guardians financial support towards the payment of school fees. Truro High School offers a range of Fee Remissions; a full list of Award Schemes covered by this policy is as follows:

- A. Means-Tested Bursaries;
- B. Siblings' Discount;
- C. Scholarships (Year 11+, 13+ and 16+);
- D. Staff Discount;
- E. Alumnae Discount.
- F. Forces Discount

#### 1.2 Discretion of the Governors

The awards will be at the discretion of the Governors and will be managed by the Headmistress and Bursar on a day-to-day basis. This Fee Remission policy will be overseen by the Finance & School Committee for content, legality and governance purposes and the global percentage of fee remission reported to the Finance & School Committee.

#### 1.3 Charitable Objects of the School

In keeping with the charitable objects of the School all awards will be guided by the underlying principle of widening access to the School to all girls, including those families who would, for financial reasons, not otherwise send their child to the School. Additionally, the School's Fee Remission Policy is also to provide assistance to parents whose financial position worsens during their daughter's time at the School. However, it must be borne in mind that the School has a limited fund, meaning that not all applications will be successful.

### 2. MEANS-TESTED BURSARIES

#### 2.1 General

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Under exceptional circumstances assistance may be given for boarding fees. Pupils will be considered for a bursary irrespective of the kind of school that they currently attend. Requests for financial support usually fall into two categories:

- A. New applicants to the School – where a place has been offered but parents/guardians are unable to fund the tuition fees;
- B. Existing pupils – where a change in parents'/carers' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

Ordinarily, there is no fee assistance for entry to the Pre-Prep or Prep School. However, Government Nursery Vouchers are available as appropriate to age and in line with Government legislation.

Assistance may be given to girls in any year group where there has been a significant change in family circumstances.

**Ordinarily bursary awards, or a combination of bursary and other award, will not exceed 50% of a tuition fee.**

## Application Process

The application process is as follows:

**A. Step One**

Parents/Carers seeking a bursary are required to complete an application form which is used to confirm the financial circumstance of those responsible for payment of fees. The form, available from the Bursar requests details of income and capital accompanied by documentary evidence. The completed forms plus documentary evidence are to be submitted to the Bursar no later than the date of any entrance exam, excepting for existing pupils under the circumstances outlined in paragraph 2.1 which may be submitted at any time.

**B. Step Two**

The Bursar will assess the application in order to establish the likely level of support which will be required in order to allow the child to attend the School. Exceptionally, where circumstances demand, this may involve a visit to the parents'/carers' home.

**C. Step Three**

The Bursar prepares a recommendation, which is considered by the Awards Committee and a joint recommendation is reached.

**D. Step Four**

The parents/carers are advised after the entrance examination results whether their child is to be offered a place at the School on a bursary basis.

**E. Step Five**

Parents/Carers are required to sign a letter accepting the bursary place and acknowledging any conditions relating to the offer, specifically that the pupil's progress, attitude or behaviour will be satisfactory and that parents/carers will support the School, e.g. by prompt payment of any contribution they will make toward the fees.

## 2.2 Factors Considered in the Application Process

The Awards Committee will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. The following specific factors will be considered:

**A. 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 alongside 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 Headmistress, be likely to make sound academic progress following admission and possess the potential to develop the quality of her work, and benefit from participation in the wider, extra-curricular activities on offer at the School. In normal circumstances, each applicant should meet the School's normal academic requirements. Previous school reports will be consulted for evidence of good behaviour.

**B. Financial Limitations**

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 School's ability to fund these within the context of what is viable within its overall budget. It is recognised that judgements about what sacrifices should be made to pay school fees will be personal. However, the School 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:

1. The ability to improve the financial position or earning power of those responsible for payment of fees. For example, where there are two parents, jointly liable for fees, both would be expected to be employed 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.
2. Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
3. In cases of separation, the contribution made by the absent parent if jointly liable for payment of fees.
4. Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources, including all those who have parental responsibility of any kind for the child.
5. Where fees are being paid to other schools (or universities), the School's grant will take into account all these outgoings.

6. Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:
  - a. frequent or expensive holidays;
  - b. new or luxury cars;
  - c. investment in significant home improvements;
  - d. a second property/land holdings.

### **2.3 Other Factors**

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:

- A. where a child has siblings at the School;
- B. where the social needs of the child are relevant (e.g. she may be suffering from bullying at their present school);
- C. where a parent/carer is terminally ill or is unable to secure permanent employment due to poor health;
- D. where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/carers separating.

### **2.4 Existing Pupils - Change in Family Circumstances**

Parents/Carers with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Bursar explaining their situation and using the normal application form. Such awards are subject to the availability of funding and cannot be guaranteed.

### **2.5 Annual Review**

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be invited to apply during the Michaelmas term each year for return by the New Year. For those previously in receipt of bursaries, the Headmistress and Bursar have the discretion to recommend to the Governors 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 school, e.g. by the late payment of any contribution they are making to the fees, their behaviour or attitude to the School.

### **2.6 Confidentiality**

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. A break of this confidentiality will result in the bursary being withdrawn with immediate effect.

### **2.7 Other Sources of Bursary Assistance**

In addition to the School's bursary fund, there are a number of educational and charitable trusts which 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. Truro High School encourages parents/carers to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the Educational Trusts Forum and the Joint Educational Trust.

## **3. SIBLINGS' DISCOUNT**

- 3.1** The School offers a 5% discount on tuition fees, but excluding the boarding element, for second or subsequent siblings while attending the School.
- 3.2** The 5% award is made for the duration of the pupil's attendance at the School providing the eldest sibling remains at the School to the end of Year 13.

#### **4. SCHOLARSHIPS**

- 4.1** The School also offers a range of scholarships for gifted and talented girls. The purpose of scholarships is to recognise individual girls for their ability, which aims to ensure they develop their full potential, and in addition, to help them build-up an impressive university application and/or CV.
- 4.2** Scholarships are awarded on entry into Year 7, Year 9 or Sixth Form. Scholarships can be either a monetary award (up to a total maximum of 5% for Year 7 and Year 9, 10% for Sixth Form fee remission, whether as a single or multiple scholarship), or a nominal award. A monetary scholarship can be awarded in conjunction with an existing or new means-tested bursary.
- 4.3** All scholarships are to be approved and reviewed by the Headmistress.

#### **5. STAFF DISCOUNT**

- 5.1** The discount will cease on the term fees following the date of retirement, resignation or dismissal of the member of staff.
- 5.2** The School offers a 33% discount on tuition fees only for children of members of full-time staff currently employed at the School, which will be applied on a pro-rata basis for part-time staff as long as they are contracted by the School for at least 50% of the normal term-time working week.

#### **6. FORCES DISCOUNT**

- 6.1** The school offers a 10% discount on tuition fees and boarding fees to families where one or both parent(s) is a serving member of the armed forces. Where a forces discount has been applied and the parent subsequently completes their service, the discount will be honoured for the duration of the pupil's time at Truro High School.

#### **7. ALUMNAE DISCOUNT**

The School offers a fee remission discount of 5% for any child of an Alumnae of the School. An Alumnae is defined as someone that has attended the School for a substantial period (normally 5 years or more) and is the mother of the daughter wishing to attend the School.

#### **8. COMBINED AWARDS**

A bursary and scholarship award can be combined up to a maximum fee remission, which is normally 50%; however, there will be no automatic and further entitlement to sibling, alumnae, or staff discount beyond that 50% maximum.

#### **9. FINANCIAL TARGETS**

The Finance & School Committee will review the target ratio between total fee remission and gross fee income (GFI) as required.

#### **10. EARLY YEARS FUNDING**

The School participates in the Early Years Funding scheme which allows parents to claim for 15 or 30 hours funding depending on circumstances. The School will collect the funding on behalf of parents and apply a credit to the parent account reducing the fees due.