

# Date Valley School

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## Bursary Policy

This policy contains an overview of the bursary scheme currently in operation at the School.

The policy and the Financial Assistance Form are available to view on the School website and are also made available to all parents and prospective parents upon request.

This policy sets out the criteria applied when determining who is eligible for a bursary, how it is awarded, when it is allocated and any regulations which may apply.

### **Aims:**

The aims of the bursary scheme are:

1. to widen access to the School and ensure that education provided by Date Valley School is accessible to children from a broad spectrum of society, In shaa Allah
2. to continue the School's aim of providing public benefit, In shaa Allah
3. to meet and if possible exceed the Charity Commission's public benefit requirements applicable from time to time

The bursary scheme is designed to assist parents or prospective parents on low incomes who for financial reasons might otherwise be unable to send or continue to send their child to the School. The percentage of bursary awarded is calculated based on Date Valley School fees, not the Hifdh Programme school fees.

All parents and prospective parents of children at the School are eligible to apply for a bursary, and should contact the school office for more information. A bursary will not be allocated to a child under the age of 5, or those in receipt of the Early Years Free Entitlement funding (between the ages of 3 to 5) or those receiving SEN support.

The School is an independent body and a registered charity therefore is dependent on income from fees and donations in order to be financially viable, and to provide the best education possible. It is school policy to use a proportion of these fees and donations (some of which are given expressly for this purpose) to provide a bursary scheme. The size of the bursary allocation available each year will depend upon the financial health of the School, on the number of children enrolled for whom fees are paid, and on the size and number of donations received.

The School aims to offer an annual bursary allocation to the scheme equating to 2% of its annual school fee income.

Bursaries are entirely means tested and are awarded on an annual basis to parents who are in financial need and who meet the eligibility criteria set out below.

### **Eligibility:**

The applicant must:

- Have a child on roll at Date Valley School, between the ages of 5 to 11
- Be in financial need
- Support the Home School Agreement
- Abide by all school policies and not breach any policies or regulations enforced by the school
- Support the Islamic ethos of the school
- Complete the Financial Assistance form, providing supporting documentation as required

## **Application Process:**

- 1) All applicants for a bursary are required to complete a Financial Assistance form.
  - The form is designed to provide a full picture of the income, assets, outgoings and liabilities of applicants so that the bursary team (governors) can determine those to whom an offer of a bursary would be most beneficial
  - Please note that families who may be classified as 'low income' but have substantial assets may be ineligible to receive a bursary
  - All applications should be submitted with the supporting evidence required. Lack of evidence will result in the application being rejected
  - Please note that the application must show all relevant information for all legal guardians of the child/children concerned. If a child's parents/carers live separately, the relevant information must be supplied for all parties, and the income and expenditure of all parties will be taken into consideration unless satisfactory evidence of mitigating circumstances is provided to demonstrate why this should not be the case
- 2) While your application is being considered, you may be contacted via email by the bursary team if further clarification is required.
- 3) The bursary team will request for the child's latest academic report and supporting comments from the school.
- 4) All bursary applications are treated in the strictest confidence, in line with the Data Protection Act. Children will not be made aware that they benefit from a bursary unless informed by their parents.

## **Submission date:**

- 1) The deadline for bursary applications is the end of the spring term in the year prior to entry. Applications submitted after this date may not be considered.
- 2) The bursary applications are considered by the bursary team (governors) and applicants will be informed of the outcome by June of the year prior to entry, In shaa Allah.

## **Outcome:**

- 1) Following consideration of the information provided on the application, the bursary team will decide whether support is appropriate and upon the level of such support.
- 2) The normal level of support is between 20% and 40% of the fees. In exceptional circumstances awards of 50% have been made.
- 3) Each bursary offer will reflect the particular circumstances of the applicant.
- 4) An offer letter will be sent to the successful applicants detailing the level of support offered. The applicant will have to return the signed agreement, enclosed with the offer letter, if they wish to accept the bursary.
- 5) On acceptance of the offer, successful applicants will receive an invoice. The invoice will require payments towards fees and the applicant will be bound by the same regulations as other families to make these promptly and in full on or before the date they fall due.
- 6) The applicant is obliged to inform the school if their financial situation improves during the school year to the point that an increase in contribution to the fees is affordable.
- 7) Once a bursary offer has been accepted by the applicant further bursary funds will not be made available during that school year.
- 8) The award of a bursary in one year will not automatically guarantee a bursary in the following or subsequent years, even if the applicant's circumstances have not changed. A new submission will be required.
- 9) The governing board reserve the right to withdraw bursary funds from any family who is found to have falsified the information specified on the application form, and may result in removal of the child/children from the school and criminal proceedings to recoup any costs.
- 10) Unsuccessful applicants will be informed in writing, as soon as reasonably possible. Reasons for rejection may be the result of either lack of evidence of financial need, or insufficient availability of bursary funds.
- 11) Unsuccessful applicants may re-apply in subsequent years.

## Appealing the Decision:

- 1) If the applicant is not satisfied with the bursary team's decision, he / she may appeal in writing to the Chair, stating the reason(s) why the decision is unfair.
- 2) The application will then be considered by governors not previously involved in the application decisions.
- 3) The governors will look at the application and evidence provided in order to judge whether the initial decision was fair, whether all the evidence was considered, and whether there is agreement with the process followed that lead to the bursary decision.
- 4) If it is subsequently decided to offer some level of bursary, the applicant will be informed in writing shortly thereafter.
- 5) If the appeal is unsuccessful, the applicant will also be informed in writing.
- 6) Please note that the decision of the Appeal is final.

This policy has been read and approved for Date Valley School by the Date Valley Trust Policy Committee.

Date: January 2017

Version Control:

<b>Author</b>	<b>Change</b>	<b>Version</b>	<b>Date</b>
Tahira Khan	Original	1.0	January 2014
Zareen Rahim Hafsah Hassan	Bursary awarded is calculated based on Date Valley School fees, not the Hifdh Programme school fees. Bursary not awarded to under5 year olds, those receiving Early Years Free Entitlement Funding and SEN support. Bursary team to request academic report and supporting information from the school.	1.1	26/01/2017