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1. Statement of Policy

- 1.1 The school is committed to providing benefit to the public on a local, regional and national scale, with the main aim being to benefit children from a wide variety of backgrounds. One of the ways in which the school does this is by widening access through financial support. This policy sets out our financial support criteria.
- 1.2 This policy and procedures also apply to our Early Years Foundation Stage. Copies of any relevant parts of this policy will be provided to parents or prospective parents on reasonable request.

2. Reporting on Compliance and Effectiveness

The Bursar will submit an annual report to the Finance Committee and Governing Body on the implementation of this Policy. The report will include the overall value of fee discounts and means tested Bursaries awarded and the breakdown of these figures by the categories outlined below.

3. Introduction

- 3.1 Fee Remission: Windlesham House School offers a fee remission as a mechanism to attract pupils, reward loyalty to parents and attract and retain staff. The fee remission would apply to pupils from Reception to Year 8.
- 3.2 Fee remission is offered to the following pupils:
- Siblings
 - Serving members of the armed forces or the diplomatic service
 - Children of Windlesham House School employees

3.3 Whilst the School, in its ordinary course of business, may consider and/or allow additional remissions or discounts for parents on an exceptional basis, it is highly likely that any decision to allow such fee-remissions or discounts will be informed using the general assessment and ongoing review process for Means Tested Bursaries.

3.4 Fee remissions are not applicable to our "Short Term" programs where the pupil attend Windlesham House School for one year or less.

4. Fee Remission: Forces and Diplomatic Service

Children of people who are currently serving in the Armed Forces or the Foreign Office would be entitled to a 20% fee discount. Entitlement would need to be confirmed with an employment contract or a payslip. The school would also assist in the application of a Continued Educational Allowance on the request of the parents.

5. Fee Remission: Staff

Staff Fee Remission is means tested and can be subject to annual amendment or withdrawal. The maximum discount for children in pre-prep is 50% and in the prep school it is 75% (pro-rata for part-time staff). The discount offered is contingent upon the staff member's continued employment.

6. Scholarships

Windlesham House School invites perspective pupils to apply for a Scholarship as part of the admission process. Windlesham House School seeks to attract children with a talent for music, drama, sport or academics who would benefit from all that Windlesham can offer. The children will be assessed via an assessment day and could be awarded up to 5% for each talent, maximum 10%. The scholarship awards are to be funded within the overall fee concession budget of 8% of gross fees.

7. Means Tested Bursaries

7.1 Windlesham House School is committed to broadening access to education at the School by offering eligible parents means-tested financial support for the payment of school fees for as many pupils as possible within the School's budget. Such support is known as a means tested bursary. Any prospective pupil is eligible to apply for bursarial support.

7.2 Bursarial support could apply to existing families who are experiencing financial hardship.

7.3 The School does not have access to an endowment bursary fund but does put aside a limited amount of funding each year to support pupils who cannot afford to pay School fees. The bursaries are funded out of fee concessions income with a budget of 8% of gross fees available to distribute.

7.4 Applications for bursarial support are managed and assessed by a third party, Bursary Administration Limited (BAL) in conjunction with the Bursar. The family would need a complete a detailed application form which outlines their income and expenditure as well as taking part in an interview. BAL would then recommend a bursary level which would be agreed with the Bursar prior to any communication with the parents.

- 7.5 Bursaries up to a value of 100% of Boarding or Day Fees may be awarded. Priority is given to applicants who can, in the opinion of the Headmaster, make the most of all Windlesham has to offer both academically and also from the wide and diverse range of activities provided.
- 7.6 The School retains full discretion to decide who does or does not satisfy the criteria for a bursary, considering all relevant information. Bursary awards are subject to annual review or earlier if there is a significant change in parental financial circumstances or that the child is not contributing to school life as required. It is also a condition of any award that all details of any bursary are kept totally confidential.
- 7.7 The School reserves the right to amend the way in which awards are assessed.