



ALTRINCHAM PREPARATORY SCHOOL

Bursary Policy (New Parents)

Author:	Mr Nick Vernon - Headmaster
Responsible Person:	The Board of Governors
Date of last review:	September 2025
Summary of changes:	New Policy
Date of next review:	September 2026

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

1. Altrincham Preparatory School is committed to broadening access to the school by offering a small number of means-tested bursaries to provide financial support towards the payment of school fees. The school does not make financial awards solely on the basis of academic ability; it seeks to direct bursary funds to those families most in need, to allow their child to fulfil his academic potential. However, the Headmaster reserves the right to exercise discretion in exceptional circumstances.
2. Means-tested bursaries range in value from 90% to 5% of the full fee, depending upon the family's financial circumstances. A small number of bursaries are awarded each year to families whose net assets are less than £80k per annum, which takes into account household income and savings. Consequently, a rigorous process is in place to identify which families should be awarded a bursary.

Eligible pupils

3. The school's means-tested bursaries are available for external candidates joining the school.
4. As our funds are limited, priority is given to UK residents or those who have the right to remain.
5. A bursary application will only be successful if both of the following criteria are met:
 - The child is of exceptional academic ability (i.e. working above age related criteria), as indicated during the admissions procedure **and**
 - It is proven that the family is in financial need

The means-testing criteria

6. Bursaries are offered according to a family's financial circumstances, and final decisions are based upon a family's net disposable income, which is the amount of money that families have available for spending or saving after they have paid their direct taxes and other relevant expenses. Please note that demand exceeds supply, and the school cannot meet all requests for bursary support even if the eligibility criteria have been fulfilled. A guide to eligibility criteria is included at the end of this policy.
7. In order to ensure impartiality and good governance, the school may use an independent company to conduct a home visit and interview to assess the circumstances of any bursary candidate to whom we are considering making an offer. During the home visit families will be asked to provide relevant financial records and respond to questions about their financial history, current situation and on-going commitments. A confidential report will be sent to the school. The school does not have any input into, or control over, the findings of this independent review. The costs incurred for the home visit and interview and subsequent interviews and associated costs are the responsibility of the family and shall be offset against the deposit paid for the acceptance of a place in school. A schedule of costs is available from the Admissions Registrar.

Bursary offer principles

8. The amount of any bursary award is determined by the extent of financial need, and not the boy's academic ability. Each bursary application is assessed on its own merit and awards are made accordingly, subject to the funds available each year. Our overriding principle is to support families who are doing everything within their means to make a contribution to school fees, no matter how small. We will take into account a number of factors in determining the level of financial support we can offer, including, but not limited to:
 - Current earnings
 - The ability to improve the financial position or earning power of the family. For example, where there are two parents both would be expected to work, unless one is prevented from doing so by incapacity, the need to care for dependents or the requirements of their partner's work
 - Opportunities to release any capital. Significant capital savings/investments would be expected to be used for the payment of school fees, as would surplus equity values in properties
 - In cases of separation the contribution made by the absent parent
 - Contribution by others to household costs, for example by extended family members, any adults unrelated to the child or by outside sources
 - Payment of fees to other schools
 - Lifestyle of the family

9. In order to ensure that we are adhering to the principle of supporting families who are doing everything they can to contribute to school fees we consider that the following would **not** be consistent with the receipt of a bursary:

- Significant savings
- Second property or land holdings
- Frequent or expensive holidays
- Expensive cars
- Investment in significant home improvements
- Sizeable remittances
- A child at an independent school (including APS) on a full fee place

10. We recognise that, in addition to academic ability and financial constraints, other circumstances may be relevant, including but not limited to:

- Where a child has siblings at the school on a bursary
- Where the social needs of the child are relevant
- Where a parent/guardian is terminally ill or is unable to secure permanent employment

Bursary decisions

11. The demand for bursaries may exceed the supply of funds, therefore even if candidates achieve our academic criteria and have demonstrated that they meet the financial requirements, they may not be offered a bursary.

12. The school's decision on bursary offers is final: there is no appeals procedure as it is the responsibility of applicants to provide true and accurate information throughout the application process.

Bursary terms and conditions

13. When accepting a bursary award, parents are bound by the terms and conditions for a bursary award, which will be sent out with the bursary offer. Bursary awards may be withdrawn or reduced if there is any breach of these terms and conditions or if, in the opinion of the Headmaster and after consultation and support, the boy's progress, attendance, attitude or behaviour no longer merits the continuation of the award.

14. All bursary awards are subject to an annual means-testing review to ensure that our funds are being awarded to those in greatest need. This review process might lead to the bursary being amended to reflect the family's circumstances and their ability to pay.

15. The school reserves the right to review a bursary award at any time, for example if information comes to light indicating that the family does not meet our bursary criteria. In this situation the school may seek to recover any bursary funds awarded.

16. The bursary award only covers school fees and therefore families are responsible for all other costs associated with attending the school, including but not exclusive of uniform, lunches, trips, music lessons.

17. The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. Any breach of confidentiality may result in the removal of the bursary award.

Bursary bands 2024-2025

Bursary applications are accepted between 1 November and 31 January for entry the following September.

Nursery and Pre-School

Gross household income	Potential bursary award
<50k	30%
50-60k	25%
60-70k	20%
70-80k	15%
80-90k	10%
90-100k	5%

Reception to Year Six

Gross household income	Potential bursary award
<20k	90%
20-30k	75%
30-40k	60%
40-50k	50%
50-60k	40%
60-70k	30%
70-80k	20%