



**KELVINSIDE
ACADEMY** 1878

BURSARY POLICY

Introduction

The Board of Governors is committed to maximising access to a Kelvinside Academy education. Financial support with fees is available to pupils in Senior Prep (P7) and in the Senior School, ranging from 10%-100%. All Bursary awards are means tested. The awarding of bursaries is expected to be competitive.

Who Can Apply?

Bursary awards are available to all new applicants for places from year groups Senior Prep (P7) to Senior 6.

A limited number of awards may be available for existing pupils at the School, subject to the availability of bursary funds at the time. They are intended to assist existing pupils where there has been a significant change in financial circumstances, such as loss of income, which threatens the pupil's continued attendance at Kelvinside.

The Bursary Committee is made up of 3 members of the Board of Governors, who are advised by the Rector, Chief Operating Officer, and Director of Admissions on the potential of candidates to take advantage of the curriculum on offer at Kelvinside Academy and of the financial circumstances of the applicants. The process for reviewing bursary applications is designed to be consistent, fair, and straightforward.

Eligibility

In all cases, the level of any bursary awarded is determined by the extent of financial need – as well as entrance assessment results. To allow financial need to be assessed, the digital Bursary Application Form – which requests information on the family and documents total income and capital assets – must be completed in full. Key to the review is the establishment of the net resources of parent(s)/guardians(s) which can be defined as total income from all sources (including investment income). Copies of supporting documentation such as P60s and recent payslips must be provided. Capital assets such as stocks, shares and property are also taken into consideration.

By way of guidance, we are unlikely to be able to help parents whose combined pre-tax income currently exceeds £65,000 if one child is to be educated or £75,000 if two children require financial assistance. Similarly, households with large accessible capital assets but lower salaries will be unlikely to receive bursary support.

Once net resources have been confirmed the Bursary Committee will decide the level of assistance to be granted.

The test of net resources is thereafter carried out annually and bursary award adjustments will be made in line with any significant changes in financial circumstances.

Application Process

If the child is not currently attending Kelvinside Academy, an application for admission is required in the first instance. On receipt of a completed Application Form that indicates that the parents wish to apply for Bursary support, the Admissions Manager will email a unique link to a digital Bursary Application Form. The applicant will also be emailed Guidance Notes to assist with completion of the online application form.

The academic criteria for bursary candidates are the same as other entrants to the School. Prospective pupils are required to demonstrate their potential through the assessment process and both pupils and parents will be expected to show commitment to the ethos of Kelvinside Academy. It is important to note that our bursary funds are regularly over-subscribed. Parents may apply for enrolment of their child on the basis that acceptance will be conditional upon receiving bursary support.

Applications for bursary support cannot be submitted after the entry closing date detailed on the [School website](#). The entry closing date is published on the school website.

The main round of bursary considerations takes place in February. Where a place is offered to a pupil, bursary awards are identified and notified to parents in early February, in time for parents to consider the level of financial assistance offered when deciding whether to accept a place at the School in the new academic session.

Parents of prospective pupils must advise the School if they wish to take up the offer of a place and bursary within two weeks of receiving an offer.

Kelvinside Academy reserves the right to refuse any bursary application which is found to contain falsified information or documentation.

Awards

Following assessment of the information provided in the Bursary Application Form, the Bursary Committee will decide whether support is appropriate and upon the level of such support. They will take into consideration the following: a) entrance assessment results and school reports b) the family financial circumstances and c) the views of the Rector and Chief Operating Officer.

Unsuccessful cases are usually due to a high demand and competitive entry for bursary support in a particular year group or the result of a lack of evidence of financial need. There is no course of appeal following the award decision, but unsuccessful applicants may re-apply in subsequent years.

The formal offer will be made by letter to the parents and accepted by completion and return of Enrolment Agreement and Parental Consent Forms.

Bursary awards are deducted from the tuition fees, and this is shown on the fee note which is sent out by the School. No actual payment is made to the parent.

All bursaries are reviewed annually by the Awards Committee and assume the continuing hard work and commitment by the recipient. The Rector and the Board of Governors reserve the right to withdraw bursary funding from any recipients whose behaviour or effort is called into question.

In accordance with GDPR 2018, the information contained on the Bursary Application Form will be held securely and used solely for school purposes.

Dr Gillian Thomson
Chief Operating Officer

Reviewed September 2024