



Francis Holland Schools

Bursary Awards Policy and Procedures

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Bursary Awards Policy and Procedures

This Policy applies to:

Francis Holland Regent's Park

Francis Holland Sloane Square

Where there are differences between the schools these have been clearly highlighted.

Related Policies and Documents:

Francis Holland Schools Terms and Conditions

Parent Collaboration – Guiding Principles document

Behaviour and Sanctions Policy

Exclusions and Removal Policy

(if applicable, Bursary Award – Conditions of Award)

1 Introduction

Overview

A central aim of the Francis Holland Schools Trust ("the Trust") is to offer a first-class education to talented girls whose families would not otherwise be able to afford it. Our means-tested Bursary Awards Programme is a key part of this commitment, enabling many pupils to benefit from a Francis Holland education regardless of financial circumstance. The level of assistance provided depends on individual circumstances and encompasses both partial bursaries and full bursaries where the maximum value awarded is the full published fees.

Additional support (aligned with the level of award) **may** include contributions towards:

- Uniform
- Meals
- Learning materials
- Examination fees
- Essential school trips and activities (see Appendix 1)

Bursaries are available at 11+ (Year 7) and 16+ (Sixth Form) entry into Francis Holland Sloane Square and Francis Holland Regent's Park schools. They are not available at Francis Holland Prep. The number awarded varies each year, reflecting both demand and the Trust's financial position.

Eligibility and Financial Assessment

Each bursary is considered on a case-by-case basis and takes into account the family's* household gross income, other financial circumstances (savings, pension pots, investment properties and other realisable assets for example), and non-financial factors.

[*Family: may include partners and others who are contributing to the household income].

To qualify for a bursary, the indicative total household income threshold is £125K (gross), meaning that parents/guardians with a combined total above this amount are unlikely to be considered.

As schools within the Trust are academically selective schools, bursary applicants must also achieve the required standard in our entrance assessment to ensure they will thrive in our lessons and our school community.

All applications are considered by the Bursary Committee who will determine whether a bursary is to be awarded, and the corresponding level of the award. The Bursary Committee comprises the Head of each of the senior schools, the Chief Operating Officer, Director of Finance and the Head of the Governors' Finance and Estates Committee. The awarding of bursaries is at the discretion of the Bursary Committee, and their decision is final. However, in very limited cases where genuinely new information comes to light there may be the opportunity to re-visit.

Deadline dates for all stages in the procedure are published each year on the schools' websites (for an example of timings, see Appendix 2b).

Application Process, Assessment & Decision Making

For full details regarding the Application Procedure, please see Appendices 2a and b.

2 The Case for Assistance

The Trust will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the school is the first consideration in granting support.

- **Suitability.** In assessing a child's suitability, attention will be given to the overall assessment result of each applicant, but potential will also be considered as well as 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 financial support is offered must, in the opinion of the Head, 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. Each applicant should meet the School's usual entrance requirements, which include:

- the pupil's previous school's reference (which will be consulted for evidence of good character),
 - required performance/results in the entrance examinations, and
 - feedback from the interview with Francis Holland School staff.
- **Financial Limitations.** The amount of the bursary award is not influenced by the level of the ability of the child but by the extent of need and each case is assessed on its own merits. The Trust 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:
 - The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through ill health, the need to care for children under school age or other dependents, or the requirements of their partner's work.
 - The number of dependents.

- The opportunities to release any capital where assets and property exist. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
- In cases of separation, the contribution made by the absent parent.
- The potential for contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- Pension contributions/draw downs.
- Where siblings attend other fee-paying schools or places of education, it is expected that those organisations are also offering assistance with fees.

The Trust recognises that decisions about what constitutes “reasonable sacrifice” are personal. However, bursary support is intended to be targeted and appropriately focused. Accordingly, expenditure generally not consistent with bursary support includes:

- Unreasonably high rental costs outgoing for a principal dwelling, when acceptable, lower-cost accommodation could reasonably be obtained.
 - Frequent and/or expensive holidays.
 - New or luxury cars.
 - Investment in significant home improvements.
 - Ownership of a second property/land holdings
 - Only one parent is working, unless there is significant reason otherwise (see above)
- **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:
 - Where a child has siblings at the School.
 - Where the social needs of the child are relevant.
 - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.

3 Annual Review of Circumstance

Parents will not need to reapply for a bursary every year that the pupil is at the school, however, they will be asked to take part in an annual review of their financial circumstances. If they have experienced any significant changes to income and circumstances during the current year, this will only impact the bursary award for the next academic year. If parents/guardians do not engage fully and honestly with the annual review process, a bursary award may also be withdrawn.

Current bursary holders will be issued with repeat means-testing forms during the Spring term each year.

4 Situations where a bursary award may be reduced/withdrawn

There can be a reduction to or withdrawal of a bursary award following a recommendation by the Head and COO to the Bursary Committee, and their subsequent agreement (reflecting

clauses 8.12 – 8.12.4 of the Francis Holland Schools Terms and Conditions, the Parent Collaboration – Guiding Principles document, and the Exclusions and Removals Policy Appendix 1), where:

- a pupil's progress, attitude or behaviour has not been of the usual standard expected by the School, and
- where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees

5 Clergy Awards

In addition to entry and hardship support, the Trust offers financial support equivalent to one third of annual fees to daughters of members of the Church of England (CoE) clergy. This is not means tested and will stay with the pupil while she remains at the school and the parent(s) continue to be active ordained members of CoE clergy. Additional financial support can be obtained for these pupils through a successful application using either of the entry or hardship processes described above.

6 Other Sources of Bursary Support

There are a number of educational and charitable trusts which provide assistance with tuition fees. The Trust encourages families to apply for support where it is felt a good case can be made for assistance.

7 Hardship Grants (existing pupils only)

Hardship grants (financial help with fees), and those related procedures, are completely separate from the Bursary Awards Programme.

The Trust may give a hardship grant to an **existing** pupil at either Regent's Park or Sloane Square Schools, if the family has suffered unexpected financial difficulty and the parent/s is/are no longer able to pay fees in full. These grants are to avoid a pupil's education being interrupted at a critical stage and, wherever possible, are given so that the pupil can complete a particular phase of study (for example, pupils in Years 11 or 13 who have already embarked on their GCSE course of study).

These grants are intended to provide **short-term** assistance only; there is no guarantee that if a grant is given during a pupil's GCSE course it will be continued to enable her to take A-levels at the school.

Typically, post-entry hardship grants are not awarded in the first three years at Francis Holland Senior Schools, except in exceptional circumstances, such as the death or sudden incapacitating illness of a parent.

For further details about how to apply for a hardship grant, parents of current pupils should contact feesupport@fhst.org.uk

8 Data Protection

The Trust is committed to protecting the privacy and confidentiality of all personal and financial information provided in support of bursary applications. Information supplied by parents/guardians will be processed fairly, lawfully and transparently in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

For the purposes of assessing applications, relevant information may be shared securely with the Trust's appointed third-party assessor, Bursary Applications Limited, who acts on behalf of the Trust and is contractually required to handle all data in accordance with strict confidentiality and data protection obligations. Data will be used solely for bursary assessment and administration, retained only for as long as necessary, and handled in accordance with the Trust's Data Protection Policy, and Privacy Notice for Pupils and Parents. These are available on the schools' websites.

9 Review

Policy author/s	Trust: Chief Operating Officer
This review	Summer 2026
Approved by	Heads, Chair of F&E, Finance & Estates Committee: Summer 2026
Date of publication	September 2026
Next review	Spring/Summer 2028

The Francis Holland Schools Trust is an educational charity which manages three leading independent girls' schools in central London, across three sites.

Registered charity number: 312745

Registered office: Francis Holland Schools Trust, 35 Bourne Street, London SW1W 8JA

Appendix 1: Extras which may qualify for pro-rated additional financial assistance

Extras which may qualify for additional financial assistance for pupils on means-tested bursary awards are:

- Educationally essential trips, activities and equipment (e.g., Biology and Geography coursework field trips, required text books, use of a laptop).
- Public examination costs.
- Trips undertaken by a whole year group
- Trips undertaken by a choir/ team that a pupil is in
- DofE expeditions
- Subsidised school uniform

Additional financial assistance of this kind will be confirmed in the letter awarding the child a place at the school (when the bursary award is set out in detail), and will generally be at the same level as the bursary they have been awarded.

Extras which do not qualify for assistance include:

- Voluntary overseas trips of any sort
- Normal everyday clothing (socks etc)
- General stationery items
- Food/drinks purchased in school
- Travel to and from school/home
- Extracurricular clubs and activities
- Revision books

Assistance with extras will only be made available for those who are in receipt of means-tested bursary awards, at the level proportionate to their award.

Appendix 2a: FAQs, and the FHST Bursary Awards Application Procedure

PLEASE NOTE - This Application Procedure is only relevant to making an application for **Bursary Awards**.
For other financial awards:

- **Scholarships** – on application to join the schools, please contact the Head of Admissions in the relevant school, or please see
For Sloane Square, please see [Scholarships at Francis Holland | Sloane Square](#)
For Regent's Park, please see [Bursaries & Scholarships at Francis Holland Regent's Park - Independent Girls' School](#)
- **Hardship** – current parents facing hardship should contact feesupport@fhst.org.uk

1. Are we eligible for a free or assisted place?

The criteria listed below provide a guide of the circumstances in which a household might be eligible for a bursary award:

- A total household gross income of less than £125k - meaning that parents (and/or others in the household who are contributing financially, see below) earning a combined total above this amount are unlikely to be considered. Where parents are separated, we may request for separate financial assessments to determine affordability of school fees.
- Where parents are separated, but there is a second person/partner contributing to household expenses (even if they have no legal parental rights over the child) their financial contribution will be taken into account.
- Both parents are working (or actively seeking employment), unless one is undertaking recognised caring responsibilities, for example caring for children under school-age.
- Ownership of only one residential property with a mortgage or living in rented accommodation
- Low-level of savings and no ability to do a pension draw-down.
- No lavish personal expenditure: no frequent and/or expensive holidays, new or luxury cars or investment in significant home improvements.

2. How are applications for financial support assessed?

- The assessment primarily considers gross household income, assets and liabilities.
- Means-testing is conducted in partnership with a third party, Bursary Administration Limited (BAL). Parents are required to fill in an online bursary application form, provide evidence of their financial circumstances and a representative from BAL will meet you online. The application process is covered in detail on the form, along with the list of documents required.
- The means-testing process considers the affordability of school fees based on each family/household's financial circumstances. The Trust recognises that judgements about what sacrifices a family should make to pay school fees will be personal.
- However, the following factors will also be considered:

- 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 property and land holdings.
- In cases of separation, the contribution made by the absent parent:
- Contribution to household costs by other members of the wider family, by other adults unrelated to the child (and with no legal parental rights), or by outside sources;
- Where siblings attend other fee-paying schools or places of education, it is expected that those organisations are also offering assistance with fees;
- The ability to improve the financial position or earning power of the family subject to the wider family context;
- Discretionary support to the wider/other family.

3. Step-by-step Bursary Awards Procedure

- **Step One.** The bursary application process is integrated into the school admissions process, when all registered parents are sent the 11+ or 16+ Examination Entrance Forms to complete. Parents should indicate on this form that they wish to apply for financial assistance.

Parent/s will be provided with access to the online bursary site, where parents/guardians are required to complete a Bursary Application Form which seeks to establish the financial circumstances of the household.

The form requests details of income and other assets and liabilities and must be accompanied by full documentary evidence such as P60s, payslips, HMRC Self-Assessment forms, bank statements for all accounts held, mortgage statements, council tax bills, or recent benefit paperwork. The deadline for completion of the Bursary Application Form is mid-November each year, with entrance exams following in the early new year.

- **Step Two.** Once the Trust has completed a first check to ensure the applicants meet the initial eligibility criteria, the form is then shared with Bursary Administration Ltd (BAL), a third-party company which specialises in assessing bursary applications for the independent school sector. They will then contact the parent/guardian to make an online appointment to discuss their application. The meeting normally takes place online in November and December. If parents/guardians do not engage fully and honestly with the BAL initial financial review, this may negatively effect the outcome of the bursary application.
- **Step Three.** Bursary Administration Ltd writes a confidential report to the Trust with their findings, after they have concluded their assessment. On the basis of this report and other factors in the case for assistance (see above, Paragraph 2 'How are Applications for Financial Assistance Assessed'), the Chief Operating Officer will then make a recommendation to the Bursary Committee.
- **Step Four.** Once the Bursary Committee has made their decision, this will be communicated to the parent/applicant in writing. The outcome can be:
 - an offer of a bursary (together with details of the amount/level of funding being offered),

- in some circumstances, notice of the applicant being placed on a waitlist for bursary support, or
- a rejection, if the bursary application has been unsuccessful.

Sometimes, a parent may not have been successful in the bursary application, but the pupil may have been successful in the entrance examination and will be offered a place with no financial contribution from the Trust, in case parents can secure funding through another means.

- **Step Five.** The documentation sent to the successful applicants includes the Trust's standard Terms and Conditions, and the bursary-specific Conditions of Award. A successful bursary applicant is then required to complete an online Bursary Acceptance Form to accept the offer of the bursary award along with the offer of a place at the school
- **Step 6.** Recipients of an award will be required to pay a deposit when the offer of a place with a bursary award is accepted. The deposit required for a 100% bursary will be £250; and for other bursaries offered, will reflect the % of fees awarded. Deposits are refundable when a girl leaves the School.
- **Step 7.** Annual Review of Circumstance. Parent/s will be asked to take part in an annual review of their financial circumstances. Current bursary holders will be issued with repeat means-testing forms during the Spring term each year. If they have experienced any significant changes to income and circumstances during the current year, this will impact the bursary award for the next academic year. If parents/guardians do not engage fully and honestly with the annual review process, a bursary award may also be withdrawn.

There can also be a reduction or withdrawal of an award, in line with the Francis Holland Schools Terms and Conditions clauses 8.12 – 8.12.4, the Parent Collaboration – Guiding Principles document, and the Exclusions and Removal Policy Appendix1, where:

- a pupil's progress, attitude or behaviour has not been of the usual standard expected, and
- where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

The school reserves the right to amend its bursary award assessment process/procedure at anytime.

Appendix 2b: Deadline dates for Bursary Awards 2026/2027 (Example)

(The Trust reserves the right to make changes to these dates as necessary. Please refer to the school website or contact the Head of Admissions for accurate details at any give point.)

11+		
Action	Date RP	Date SSQ
Closing Date for 11+ Examination Registrations	6/11/2026	6/11/2026
Bursary Forms Submission Deadline	16/11/2026	16/11/2026
Forms assigned to BAL	19/11/2026	19/11/2026
BAL to have completed all reports, and return to Finance/COO	8/1/2027	8/1/2027
Review by Dept of Finance and COO	11 - 15 Jan 2027	11 – 15 Jan 2027
Recommendations by COO to Bursary Committee Meeting. Decisions made.	18 - 25 Jan 2027	18 – 25 Jan 2027
Bursary Committee to inform Heads of Admissions of final decisions	05/2/2027	05/2/2027
Offer Letter sent to Parents Date	12/2/2027	12/2/2027
16+		
Action	Date RP	Date SSQ
Closing Date for 16+ Examination Registrations	14/10/2026	15/10/2026
Bursary Forms Submission Deadline	23/10/2026	23/10/2026
contentsForms assigned to BAL	28/10/2026	28/10/2026
BAL to have completed all reports, and return to Finance/COO	19/11/2026	19/11/2026
Review by Dept of Finance and COO	20 – 25 Nov 2026	20 – 25 Nov 2026
Recommendations by COO to Bursary Committee Meeting. Decisions made.	26 - 30 Nov 2026	26 - 30 Nov 2026
Bursary Committee to inform Heads of Admissions of final decisions	30/11/2026	30/11/2026
Offer Letter sent to Parents Date	1/12/2026	1/12/2026

