



# *Transformational Bursary Policy*

**2025**

Haywards Heath, West Sussex RH17 6SQ | Tel: 01444 893000 | Email: [finance@ardingly.com](mailto:finance@ardingly.com)

# Means-Tested & Hardship Bursaries

## Policy and Procedure

Policy Number	FIN-TBUR	Version 3	September 2025
Scheduled Review Date	All policies are reviewed annually or as required		

### 1. INTRODUCTION AND POLICY OBJECTIVE

This policy is intended to set out the route to apply for Transformational bursaries with Ardingly College and help families understand the extent of funding provided.

Ardingly College is an academically selective college, with selection based upon academic merit which is assessed through an examination, interview, and references. This Policy should therefore be read in conjunction with the College's Admission Policy which sets out the selection process in detail. For the avoidance of doubt, all applicants for Transformational bursaries must also be successful in the academic selection process.

### 2. GENERAL

The Governors of Ardingly College are committed to broadening access to the College, by ensuring an Ardingly education is open to all young people with the potential to thrive at the College. Each year, the governors offer a limited number of transformational bursaries, specifically for talented and ambitious young people who have experienced a significant disadvantage, or who have been displaced. This programme offers fully funded (100%+ bursaries) to students throughout their time at the college.

Transformational Awards are made on the basis of each individual family's circumstances. Consideration is given to a number of different factors including, but not limited to financial, income, the size of the family, other dependents and like factors.

A bursary may be withdrawn in its entirety in accordance with the terms upon which such an award is made or otherwise in accordance with the college's Terms and Conditions. A bursary may also be withdrawn in its entirety if, in the opinion of the Head, the child's attendance, progress and/or behaviour (and/or the parents' behaviour or conduct (or the behaviour or conduct of one of the parents)) no longer merit the continuation of the award.

For more information, please email the Finance department at [Finance@ardingly.com](mailto:Finance@ardingly.com).

### 3. AWARENESS

Information is provided by the College by way of the College website and correspondence from the Admissions Department, alerting the parents/guardians of potential pupils to the possibility of gaining a transformational bursary.

### 4. KEY PRINCIPLES

The College is a charity, and the funds for transformational bursaries come from donations and the college's annual operating budget. It is therefore extremely important that the limited funds available are allocated responsibly, with thorough consideration of each family's circumstances. The limited funds available mean that unfortunately it is not always able to award a transformational bursary even when a family's circumstances falls within the parameters. All decisions are at the Panel's discretion and are final.

All transformational bursary awards are subject to a means-test, which means parents/guardians are asked to answer detailed questions and provide evidence of their financial circumstances. It is important that families are honest and open about their circumstances, and fully disclose all relevant information.

If the College have reason to believe a parent has withheld or provided misleading information for whatever reason, no bursary will be awarded, and/or any existing award may be withdrawn upon review.

This policy applies to all parents/guardians of children who apply for or receive a transformational bursary.

## 5. APPLICATION PROCESS

The route to gain entry onto the transformational bursary programme is via The Royal National Children's Springboard Foundation.

The Royal National Children's Springboard Foundation is the UK's largest bursary charity, helping disadvantaged and vulnerable children from across the UK to access fully funding bursaries at leading schools. The process to entry has been summarised below:

### **Step One**

The Springboard Foundation will recommend selected students every October for consideration to join Ardingly the following year. Recommendations are made for entry at 11+, 13+ and Sixth form. Once a match has been identified, the pupil and family will be invited to come to Ardingly to view the campus and meet the Head of College. Please note, Ardingly reserves the right to request any further assessments of ability as deemed necessary.

### **Step Two**

If applicants are successful, a transformational bursary award will be offered. This will generally be in the Michaelmas term in the year prior to entry.

The family will be asked to complete the Admissions registration form. No registration fees are payable.

### **Step Three**

Parents/guardians are then required to sign a letter accepting the place at the College and an acknowledgement agreeing to any conditions relating to the bursary.

The decision of the College is final and not subject to appeal.

## 6. EXTENT OF FINANCIAL SUPPORT

A Transformational bursary is designed to support a pupil throughout their entire student journey at Ardingly college. For the avoidance of doubt, the below list details what a transformational bursary will cover. Any expense that does not fall into one of the below categories, are expected to be met by the parents/guardians.

- Tuition and boarding fees
- Transportation costs for day pupils
- All learning materials and exam fees for each year
- Surface device. A new device including all peripheral equipment on entry year, and two subsequent breaks/losses
- Uniform and sports kits. Full kit is given in the entry year, the third year and upon entry into sixth form,

as well as two subsequent repairs/losses for each item

- Music lessons. The purchase/ hire of instruments, costs of sheet music, lesson fees, performance costs
- Sport talent. (Representing Ardingly on any sports team) The purchase/ uniform/kit, supplementary lessons, match costs and trips
- Swim lessons will be offered to those unable to swim where timetable allows
- Whole year group/boarding trips
- All essential trips for academic studies
- One international trip (including a service trip) throughout school journey at the College
- Pocket money support (this will be determined by the Trip organiser
- Duke of Edinburgh programme; Bronze/Silver & Gold and associated equipment
- Termly allowance for café - £5 per week
- All compulsory school breaks. One return trip to/from guardian's place of residence
- All school hosted events, full costs covered

Consideration is also given to the level of total family bursarial support with the objective to support as many families as possible. It may therefore not be possible to provide bursarial support to future siblings, that join at a later stage at the same level, or at all, as existing siblings.

## 7. REVIEW

All bursarial awards are subject to periodic reviews. Where budgets are restrained, the College will prioritise existing bursary recipients over new applicants, in order to continue to support pupils throughout their time at the College. Scholars and bursary holders are expected to remain worthy of their position, which is also subject to periodic review. If parents/guardians' circumstances improve, there is an obligation to make the College aware.

## 8. CONFIDENTIALITY

The College respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

## 9. DATA PROTECTION

The College complies with all applicable data protection legislation. Please see the College's privacy notice on our website.

## 10. OTHER SOURCES OF BURSARY ASSISTANCE

In addition to the College's funds, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying college and due to a change in circumstances may be unable to remain. The College encourages parents to apply for support where it is felt a good case can be made for such assistance. Further information on how to pursue such assistance may be obtained from the Finance Team. [Finance@ardingly.com](mailto:Finance@ardingly.com)

Please see the below links for options:

The Educational Trusts Forum - Website: <http://educational-grants.org/>

Royal National Children's SpringBoard Foundation - Website: <https://www.royalspringboard.org.uk/>