BURSARY POLICY 2026-27

KELVINSIDE ACADEMY 1878

1. Overview

Parents considering applying for financial support for their child to attend Kelvinside Academy should read this policy carefully before proceeding with an application.

The Board of Governors is committed to widening access to Kelvinside Academy for children who have the academic ability and potential to benefit from a Kelvinside education, but whose parents would be unable to meet the School's fees, either wholly or in part, without unacceptable financial difficulty.

All bursaries awarded by Kelvinside Academy are fully means-tested. This means that the level of financial assistance offered is determined by an assessment of the applicant family's financial circumstances. The bursary programme forms an important part of Kelvinside Academy's charitable purpose. Through bursaries the School seeks to ensure that access to the educational benefits it provides is not restricted solely to those able to pay fees and contributes to the School's public benefit obligations as a Scottish charity.

Financial support with fees is available to pupils from Senior Prep (P7) through to Senior 6. Kelvinside Academy has limited capacity to fund bursaries, and with a consistently high demand each year; consequently, the awarding of bursaries is competitive.

2. Who Can Apply?

New Applicants

Bursary awards are available to new applicants applying for places from Senior Prep (P7) through to Senior 6. As far as possible, all bursary applicants for Senior Prep and S1 entry must attend the relevant Assessment Day (typically January each year) to ensure a consistent and fair assessment process.

Existing Pupils

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

3. The Bursary Awards Committee

Bursary applications are considered by the Bursary Awards Committee, comprising two members of the Board of Governors.

The Committee is advised by the Rector, Chief Operating Officer and Director of Admissions

regarding the suitability and potential of candidates to benefit from the curriculum and wider opportunities available at Kelvinside Academy, as well as the financial circumstances of applicants.

Any member of the Bursary Awards Committee with a conflict of interest in relation to an application will declare that interest and take no part in the consideration or decision-making process in relation to that candidate. The process for reviewing bursary applications is designed to be consistent and fair and is reviewed annually.

4. Eligibility and Assessment Criteria

Competition for bursary support is strong, and financial assistance can only be awarded where there is a compelling case for support.

Meeting the financial criteria alone does not guarantee that an award will be made. The Bursary Awards Committee considers a range of factors when deciding whether bursary support is justified and, where appropriate, the level of assistance to be offered. The suitability of the child for Kelvinside Academy is a primary consideration.

4.1 Pupil Suitability

Assessment of a child's suitability is not based solely on academic assessment results.

The School aims to administer bursary awards fairly, consistently and in accordance with the Equality Act 2010.

The Bursary Awards Committee will consider factors including:

- academic ability and potential demonstrated through the School's entrance process;
- family circumstances;
- specific social need;
- what the pupil may contribute to the School community; and
- what Kelvinside Academy is able to offer the pupil.

Bursary funds are limited and priority will be given to pupils judged most likely to benefit from the educational provision and wider opportunities offered by the School. Each pupil offered financial support must, in the opinion of the Rector, be likely to make sound academic progress following admission and demonstrate the potential to develop the quality of their work.

Wherever possible, pupils should also be able to benefit from, and participate in, the wider co-curricular and extracurricular opportunities available at the School.

Any pupil in receipt of a bursary must, in common with all pupils at Kelvinside Academy:

- maintain acceptable levels of attendance;
- demonstrate good behaviour;
- engage positively with School life;
- apply themselves appropriately to their studies; and
- continue to meet the academic standards expected of them.

A bursary may ultimately be reduced or withdrawn if these expectations are not met.

5. Residence and Immigration Eligibility
Bursaries are available on entry to the School where the child has the right to live and study in the United Kingdom at the commencement of their studies at Kelvinside Academy.
At least one parent and the child must also have lived continuously in the UK for at least two years at the point of application for a bursary.

Parents and candidates must fall within one of the following categories:

1. British citizens in possession of a British passport for the United Kingdom of Great Britain and Northern Ireland, or Irish citizens in possession of an Irish passport;
2. individuals holding settled or pre-settled status which will remain valid until the child completes their education at Kelvinside Academy; or
3. individuals holding indefinite leave to remain in the United Kingdom.

(Parents should consult the UK Government/UKVI website for detailed information regarding these immigration categories.)

Bursaries are not available to children where the relevant parent and child have not lived continuously in the UK during the two years immediately preceding the bursary application.

6. Assessment of Financial Need
Kelvinside Academy has limited funds available for bursaries. The underlying principle in determining the level of an award is to widen access to the School without imposing undue financial hardship upon families receiving fee assistance.

The level of any bursary awarded is determined by the extent of demonstrated financial need, alongside the pupil's performance through the School's entrance and assessment process.

To enable financial need to be assessed fully, ***BOTH*** (see specific notes in *Section 13* below) parents must complete the School's digital Bursary Application Form in full and provide all supporting documentation requested, by the specified date.

The assessment will consider the family's total financial position rather than income alone. There are no absolute financial criteria which automatically determine eligibility for a bursary.

The School will consider:

- all sources of household income;
- essential household expenditure;
- savings;
- investments;
- pension statements;
- property ownership and property equity;
- other capital assets;
- liabilities and financial obligations; and
- other relevant financial resources available to the family.

The Bursary Awards Committee recognises that decisions regarding the sacrifices a family may make in order to meet school fees are personal. However, the award of a bursary is not meant to sustain or support personal lifestyle choices, and the School has a responsibility to ensure that its bursary funds are appropriately and effectively directed towards families demonstrating genuine financial need.

Accordingly, in addition to current earnings, the following factors may be considered when determining the level of bursary support required.

a. Ability to Increase Household Income

The School may consider the ability of parents or guardians to improve the financial position or earning capacity of the household.
Where there are two partners, both would normally be expected to be in employment unless one is prevented from working because of:

- incapacity;
- responsibility for children below school age;
- responsibility for other dependants; or
- the requirements of their partner's employment.

b. Capital and Assets

The School will consider opportunities available to a family to release capital.
Significant savings and investments would normally be expected to contribute towards school fees. The School may also take account of available equity in property when considering the overall financial resources of a household.

c. Separated Parents

Where parents are separated, the School will take into account any contribution which could reasonably be made by the absent or non-resident parent (see specific notes in *Section 13* below).

d. Other Household Contributions

The assessment may take account of contributions towards household expenditure from:

- wider family members;
- other adults living within the household who are unrelated to the child (see specific notes in *Section 13* below); and
- other external sources of financial support.

e. Discretionary Expenditure

The School may also consider significant discretionary expenditure when assessing whether bursary support is appropriate and at what level. Examples may include:

- frequent or expensive holidays;
- new or luxury vehicles;
- significant non-essential home improvements; and
- ownership of a second property or other land holdings.

7. Financial Guidance

The School will assess the level of bursary support required, with awards ranging from **5% to 100% of tuition fees**.

As a general guide, the School is unlikely to make bursary awards to families whose combined pre-tax household income exceeds:

- **£75,000** where financial assistance is required for one child; or
- **£85,000** where financial assistance is required for two children.

These figures are provided as guidance only and do not constitute absolute thresholds. Families with lower salaries but significant accessible capital, savings, investments or other assets are also unlikely to qualify for bursary support. Parents who are unsure whether they may qualify financially for a means-tested bursary are encouraged to apply and, where appropriate, to discuss their circumstances with the Chief Operating Officer.

Once the family's financial resources have been assessed, the Bursary Awards Committee will determine whether an award can be made and the appropriate level of assistance.

Completion of the financial assessment process does not guarantee that a bursary will be awarded. It establishes only that the family's circumstances fall within a range which allows the application to be considered further.

8. Decisions Regarding Awards

Following assessment of the Bursary Application Form and all relevant supporting information, the Bursary Awards Committee will determine whether financial support should be offered and, where appropriate, the level of that support.

A bursary provides a percentage remission against the tuition fees payable for a pupil who has been offered and accepted a place at Kelvinside Academy. Awards may range from **5% to 100% of tuition fees**.

Each request is assessed on its own merit, and it is not possible to make an award for every application or to provide justification for each decision. An application may be unsuccessful because:

- demand for bursary support in a particular year group exceeds the funds available;
- the application is not judged sufficiently strong in comparison with other applicants; or
- there is insufficient evidence of financial need.

There is no right of appeal against the Bursary Awards Committee's decision. Unsuccessful applicants may, however, reapply in subsequent years.

The formal bursary offer will be made to parents by letter and email and is formally accepted through completion and return of the School's Enrolment Agreement and Parental Consent Forms.

Bursary awards are deducted directly from tuition fees and will appear as a remission on the School's fee note. No payment is made directly to parents.

VAT will apply to any proportion of tuition fees not covered by the bursary award, in accordance with prevailing legislation.

9. What a Bursary Does and Does Not Cover

Unless expressly stated otherwise, bursary awards apply to **tuition fees only**.
Bursary assistance does not cover items including:

- school uniform;
- transport;
- school lunches; or
- other additional charges or extras.

Compulsory Activity Trips

The Bursary Award does not cover the cost of the compulsory Annual Activity trips applicable to pupils in Senior Prep, S1 and S2. Where fees are paid by direct debit, the cost of these trips will be collected across the ten school fee payments. Where fees are paid termly, the trip cost will be charged in the term in which the activity takes place.

Optional and Elective Trips

Elective or optional trips are not covered by the School and must be funded separately by parents. **Parents in receipt of bursary assistance are expected to consider carefully any significant discretionary expenditure**. This includes the cost of optional school trips and other non-essential items or activities. Parents should be aware that committing to significant discretionary expenditure may be taken into account by the School during the annual reassessment of financial need and when bursary renewal is being considered.

10. Annual Review and Renewal

All bursary awards are subject to annual review by the Bursary Awards Committee. Families receiving bursary support are required to resubmit financial information and supporting documentation each year so that their current financial circumstances can be reassessed. The level of an award may be increased, reduced or withdrawn where there has been a significant change in the family's circumstances.

The School will report annually, through its charitable reporting processes, on anonymous bursary provision and other activities contributing to public benefit.

The annual review process may result in a reduction or withdrawal of an award where:

- the family's financial circumstances have changed;
- significant expenditure or other evidence suggests that the level of demonstrated financial need has changed;
- the pupil's academic progress, attitude, attendance, engagement or behaviour has been unsatisfactory; or
- parents or guardians have failed to support the School appropriately, including through late or non-payment of the proportion of fees or other charges for which they remain responsible.
- All bursaries assume the continuing hard work, engagement and commitment of the recipient.

The Rector and Board of Governors reserve the right to reduce or withdraw bursary funding where a pupil's behaviour, academic performance, engagement or effort gives cause for concern.

Bursary recipients are required not to disclose the existence of the award or any agreed terms with the school without first obtaining prior consent of the School.

11. Application Process

Step 1: Apply for a Place

Where a child is not currently attending Kelvinside Academy, an application for admission must first be submitted. Parents should indicate on the School Application Form that they wish to apply for bursary support.

Step 2: Complete the Bursary Application

Following receipt of the School Application Form, the Admissions Manager will provide parents with a unique link to the digital Bursary Application Form. Guidance Notes will also be provided to assist parents in completing the application accurately and supplying the required financial information and supporting documentation.

Step 3: Entrance Assessment

The academic criteria applied to bursary candidates are the same as those applied to other applicants to the School. Prospective pupils must demonstrate their potential through the relevant assessment and admissions process. Both pupils and parents will also be expected to demonstrate a commitment to the ethos and values of Kelvinside Academy. Parents may apply for a place for their child on the basis that acceptance of any place offered is conditional upon receiving sufficient bursary support.

Step 4: Application Deadline

Bursary applications cannot be submitted after the published closing date.
The closing date for each admissions cycle is published on the Kelvinside Academy website.

Step 5: Bursary Awards Committee Consideration

The Bursary Awards Committee meets in February to consider applications. Where a place is offered, any bursary award will normally be identified and communicated to parents within two weeks of the Committee meeting. This is intended to allow parents sufficient time to consider the level of financial assistance being offered before deciding whether to accept a place for the following academic session.

Step 6: Acceptance

Parents of prospective pupils must confirm whether they wish to accept the offer of a place and associated bursary within two weeks of receiving the offer. In the event that an offer is not accepted before the two week deadline date, the bursary offer will be deemed to have lapsed.

12. Accuracy of Information

Kelvinside Academy reserves the right to refuse a bursary application or withdraw an existing bursary award where information or documentation submitted as part of the application or annual review process is found to have been falsified, deliberately withheld or materially misrepresented. Kelvinside Academy may seek to recover fees and costs associated with a bursary awarded in the event of fraudulent misrepresentation.

13. Specific Guidance for Parents / Guardians / Single Parents

Parents are requested to read the following guidance notes before completing bursary application forms. If having difficulty answering any of the questions, please consult the Chief Operating Officer, in the first instance (chiefop@kelvinside.org).

1. It is assumed that both natural or adoptive parents have a joint interest in the education and general welfare of the child and therefore both parents' financial circumstances will be taken into account.

2. In cases where parents are separated or divorced, it is assumed that both parents retain that joint interest in their child and that financial provision for the child's education remains a joint matter. Parents should be aware that divorce or separation alone does not constitute sufficient evidence that the other parent is unable to contribute financially. If there is a relevant Court Order in place, this must be declared to Admissions at the time of application.

3. For applications from single parents, the following information regarding the child's circumstances must be provided:
   I. Has the child's other parent remained in contact?
   II. If not, when did their contact cease?
   III. Does the child's other parent contribute financially for the child?
   IV. If not, when did they cease contributing?
   V. Where either parent has remarried, their new family circumstances and responsibilities will be taken into account by the School.

4. Fully completed bursary forms and full financial declaration of all income and assets are required, as follows:
   i. A joint application from parents of the child.
   ii. If the parents are divorced or separated, a joint application from both parents of the child is preferred, although separate applications will be accepted where the parents so wish. Confidentiality will be maintained if requested.
   iii. If the child has a single parent only, an application from both the single parent and from the child's other parent if they are still in contact with the child (see point 3 above).
   iv. If one of the child's natural parents is deceased, an application from the surviving parent. If they have remarried or living with a new partner in a shared household, a joint application from the parent and step-parent is requested.

Declaration concerning validity of information

The declaration at the end of bursary application forms should be signed by both parents (see notes 1 and 2 above) of the child for whom an application is made. If only one parent signs the form, the reason must be stated.

14. Change in Family Financial Circumstances (Hardship Award)

If a place is accepted for a pupil without a bursary award, financial assistance will only be considered where a family's ability to pay has declined suddenly and significantly to due to

unforeseen circumstances. These hardship award are subject to the availability of funding and intended to provide short-term support only. Families with a child at the School who wish to apply for a hardship award will be asked to email the Rector in the first instance.

15. Data Protection

Personal information provided as part of a bursary application or annual review, including financial information and supporting documentation, will be handled securely and in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025, as amended from time to time.

Nobody else other than the Chief Operating Officer's senior finance team, The Rector, Deputy Rector and Director of Admissions & Communications will have access to your file or know about the information contained in a pupil's bursary file. Anonymised information will be provided to the members of the awards committee. Information will be used only for legitimate School purposes connected with the assessment, administration and review of bursary support, and will be retained and processed in accordance with the School's Privacy Notice and data protection policies.

Dr Gillian Thomson
Chief Operating Officer

Reviewed October 2026