

John Scottus Primary & Pre-School

Annual Bursary Policy



This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

The JSPPS is a school within the John Scottus Educational Trust. It is covered by the Charities legislation of the State. Any Bursary awarded will be reviewed with the recipients on an annual basis.

A Bursary may be provided to a family who currently has a child in the School, or has applied and has been accepted to have a child or children in the School.

A request for a reduced fee is likely to be made by parents who are unable to meet the fees of the School for one of the following reasons:

1. They are new to the School, greatly value the ethos of the school, but are unable to pay the full fee.
2. Are existing parents whose financial circumstances have changed negatively to the point they are unable to afford the full fee.
3. Have one or more children in the School, want another of their children to attend but cannot afford the full fee for the new child.

To be considered for a Bursary, the following steps need to take place:

1. A Bursary Application form is filled out, and presented to the Head Teacher of the JSPPS before 31st March in the year the child is to start.
2. The form is submitted by the Head Teacher with a written recommendation from the Head Teacher, to the Bursar of Board of Management of the JSPPS.
3. The Bursar of the BoM will talk directly to the signatories on the Application, to learn about the financial situation that has brought about this request.
4. The BoM will hear the Bursar's recommendation and decide on the basis of:
 - a. The School's ability to allow this Bursary, and the amount thereof.
 - b. The consequences, for the family and the School, of disallowing a Bursary.
 - c. The overall added value to the School of allowing this Bursary to go ahead.

The decision of the Board will be communicated to the Parents by the Bursar.

A successful family will accept the need for review of their Bursary where there is a change in their circumstances, or in the School's financial circumstances.

Note:

1. JSPPS has no fund from which a Bursary may be awarded. Its only income is fee-based. Any Bursary that is provided to a family is an expense that the School itself has to carry, and so is granted only where there is a clear case of need.
2. Where there is more than one application, and not all can be approved, the guiding rules will apply:
 - a. the date on which the application was made
 - b. the financial need of the family applying
 - c. the value of the school to the parent on an ethos-fit basis.

September 2020.

Bursary Form:

Family Name:

Address of Family:

Email:

Mobile numbers:

Name of Child for whom the Bursary is applied:

Other Children in the Family:

Reasons for the need for a Bursary from the School to include reference to:

- Your wish for your child to attend this school specifically:

- Your financial circumstances that bring you to ask for a Bursary:

- The likelihood of your circumstances changing in the next three years or so, that might enable you to afford a smaller bursary or none.

- Other children in your family that either are