



Hardship Policy

Updated: 03-26
Prepared by: SHCC/TZL

Next Review: 03-27
Authorised by: Governors

This Policy applies throughout the School from the EYFS to Year 6.

The majority of financial assistance offered to parents and guardians (referred to throughout this Policy as 'parents' is in the form of bursaries to pupils normally entering the School as Occasional Vacancies, i.e. outside of our main intake in Nursery and Reception, to fill vacancies that have arisen in Years 1-6, as set out in the School's Bursary Policy.

The School also offers means-tested financial support towards the payment of tuition fees to the parents of existing pupils from Nursery or above, where a change in parents' or guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the pupil being withdrawn partway through a stage of education. Such support is known as a hardship award and may be awarded in the form of a discount of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Additional activities, such as after-school care, clubs and individual music lessons, are not normally included in hardship awards.

Hardship awards are normally temporary. Their purpose is to support current Cavendish parents who are undergoing emergency and unanticipated challenging circumstances, e.g. period of health treatment that prevents income generation, so that the education of their children is not disrupted.

The application process

Due to the nature of hardship awards, under extenuating circumstances, the Governors are able to make hardship awards on the basis of streamlined information in an expedited process.

- **Step one:** families who are in need of a potential hardship award are asked to contact the Bursar bursar@cavendish-school.co.uk in the first instance. Their situation and needs will be considered compassionately and in confidence. Documentary evidence to confirm financial circumstances may be requested
- **Step two:** the Bursar prepares a recommendation as to the appropriate level of hardship discount and any other support
- **Step three:** the recommendation is presented to the Governors for approval, subject to potential amendment. In some cases, irrespective of the finances of the applicant's family, the application for a hardship award may be turned down
- **Step four:** the parents are advised of the proposed hardship award, if any
- **Step five:** parents either accept the proposed level of award (if any), or decide to provide notice to withdraw their child, subject to the prevailing terms and conditions

It is the parents' responsibility to inform the School of any change in their family and financial circumstances.

Once the hardship award has been granted and the underlying emergency circumstances have stabilised, should a family need longer-term financial support, they would be advised to apply for a bursary as set out in the Bursary Policy.

Confidentiality

The School respects the confidentiality of families to whom hardship awards are made and recipients are expected to do likewise. The exception would be if it was felt that an awareness of a pupil's award status would be in the child's best interests and on a "need to know" basis.

Data protection

Hardship award applications are processed on behalf of the School (the data controller) by an external agency (the data processor) in accordance with data protection legislation¹. The external agency has provided the School with its Data Protection Policy. A copy of the external agency's Data Protection Notice for applicants is provided to parents with the hardship award application form(s). Parents should be aware that the Information Commissioner's Office has advised that the report produced by the external agency for the School is exempt from Subject Access Request provisions.

Linked policies

- Admissions Policy
- Bursary Policy

¹ **"Data Protection Legislation"** means any data protection legislation from time to time in force in the UK (including the Data Protection Act 2018 or any successor legislation) and (for so long and to the extent that the law of the European Union has legal effect in the UK) the General Data Protection Regulation (EU) 2016/679 and any other retained European Union law relating to privacy.