



# Notting Hill Preparatory School

## 5.6 Hardship Policy

### (EYFS & KS1-3)

Reviewer responsible: **Bursar**  
Reviewed by: **NB**

Date of last review: **05/21**  
Date of next review: **09/21**

## **HARDSHIP POLICY**

### When might Hardship apply?

Cases of temporary hardship will be considered by the Board of Governors where there has been an unforeseen change in a family's circumstances which results in a reduction of the normal income stream. It might also include a foreseen change where the change is temporary only.

Hardship will not apply to parents, who have a fluctuating income, in a year of low income. They would be expected to make provision during the good years to cover the leaner years. Hardship will also not apply to a parent whose normal income stream is insufficient to meet the fees.

When considering a hardship application any judgement made by the Governors will be based on the parents' ability to pay and the contribution they make to the school community, and not on the performance of the child. Consideration will, however, be given to the age of the child and the number of years the child has been at the school.

### Financial review

Where an application appears to fulfil the requirements for hardship, the parents will be asked to complete a confidential financial information report. Parents should also be asked whether there are other relatives who would be able to help them with the fee shortfall, eg grandparents. The financial information provided by the parents will be reviewed by the Bursar, in line with ISBA recommendations, to determine whether, against ISBA standards, the parents should be considered for hardship, and to what extent.

### Hardship fee rollover

Any agreed reduction in a pupil's fees will not be written off but will be rolled over with an expectation that the parents repay the rolled over amount as soon as they are able, either in part or in full.

It will be at the discretion of the Governors as to how long the hardship agreement should apply and this may depend on such factors as the severity of the hardship, the length of time it is anticipated to apply, the number of years left for the pupil at the school and the implications for the child of withdrawing support. The position will be reviewed termly.

Any amount outstanding when the pupil leaves the school will be set against the deposit held, and if there is still an amount outstanding an assessment will be made as to whether or not this should be written off.

Any agreement entered into with parents should be considered confidential by both parents and the school.