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Description automatically generated Bursary Policy  
March 2023

**Our bursaries help talented students from disadvantaged backgrounds train in dance, music and drama.**

**Overview**

The performing arts should represent their audience and be created by all of society, not just by the few. NAPA exists to do something about inequality in the performing arts industry and to ensure that high-quality training in the Arts is accessible to all.

NAPA is a registered charity, and we are committed to doing our best to ensure that students from all backgrounds feel able to apply and take up a place at the academy.

Applications for bursaries are open all year. A bursary usually pays for an academic year of one class or more for a student at NAPA. It can also include a contribution towards the cost of travelling to NAPA on public transport if this is felt to be a barrier to attending.

The number of bursaries we are able to offer each year varies dependent on levels of external funding but could be anywhere between 10 and 100 class places across the school year. We will always do all we can to support those in genuine need.

We are always in need of external support towards the cost of our bursary programme. Businesses/individuals who feel that they could support a young person financially at NAPA should contact the CEO: napa@northernacademy.org.uk. Your support will be gratefully received and will make a real difference to our young people.

**Advertising the support available and making selections**

Requests for financial support usually fall in to three categories:

1. Via our school outreach work:

NAPA works in 24 local primary schools. NAPA teachers make school heads/teachers aware of the existence of our bursary scheme and together they identify talented youngsters who wouldn’t be able to attend NAPA due to financial constraints. Those families then receive a letter from NAPA offering them a bursary place at the school. Once the family are in contact with us the Head of Department and outreach teacher will discuss the best place for the student within the current timetable.

1. For parents already at NAPA:

Occasionally we have parents who withdraw their children for financial reasons such as a change in personal circumstances. Help such as this is advertised via social media campaigns/newsletters which remind our people that finances needn’t be a barrier to attending NAPA. In this case parents would contact the CEO to arrange a meeting to discuss their circumstances. A minimum of two members of staff will be present at the meeting. After the meeting, the staff involved will discuss the best way to support the family and this will be communicated back to the family concerned, usually within 14 days, by email or telephone.

1. New families who are joining NAPA but require financial assistance:

Occasionally we are approached by new families who would like to attend NAPA but would struggle to meet the cost of fees. In this case parents would contact NAPA and correspondence would be passed to the CEO to arrange a meeting to discuss their circumstances. A minimum of two members of staff will be present at the meeting. After the meeting, the staff involved will discuss the best way to support the family.

**Decision making**

Bursaries from NAPA are not means tested. All bursaries are awarded at the discretion of the Chief Executive and Head of Department based on information gathered on the application form and during the meeting with parents. This will include information on the child's potential, suitability to NAPA's classes, willingness to learn and progress at NAPA and family background/individual circumstances.

**Appeals**

Families wishing to appeal against a decision not to award funding should do so in writing to:

The Chair   
 Northern Academy of Performing Arts Educational Trust  
 50 Anlaby Road  
 Hull  
 HU1 2PD

The Board of Trustees decision is final.

**Confidentiality**

**The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information further.  
  
Your data**  
  
Information and records relating to any bursary applications will be stored securely and will only be accessible to authorised employees in accordance with NAPA’s Data Protection Policy. Information will be stored for only as long as it is needed or in accordance with the required statute and will be disposed of appropriately.