



# Highclare School

## Scholarship and Bursary Policy

The purpose of this policy is to identify the financial assistance made available to pupils in regard to the payment of school fees. A distinction is drawn between scholarships, which are used to reward academic, subject and / or discipline excellence, and bursaries, which are a means-tested form of financial assistance to pupils whose parents / guardians are unable to pay full school fees.

### 1. Bursaries

Highclare School seeks to support pupils to attend the Senior School whose parents would not be able to afford to pay full fees. The value of the bursaries may be up to 30% of the full fees, the remaining 70% of fees being the responsibility of the parents. The School is committed to broadening access to it and seeks, in particular, to help children who will benefit from a Highclare education and make a good contribution to our community in accordance with the admissions policy.

#### a. The Application Process

Bursaries may be made available to parents or guardians of children entering any year group of the School. Bursaries are awarded at the discretion of the Bursary Committee, comprising the Headmaster, nominated Governors and the Business Manager. The Business Manager is responsible for the management and coordination of the process.

Process:

- Complete and submit the application form and pay the registration fee as applicable. This should be done no later than the appointed date.
- Each application will be assessed by an independent company, in order to establish the level of support required.
- All applications will be considered by the Bursary Committee.
- Parents/guardians will be advised of the outcome of their bursary application by mid-March. All awards will be dependent upon the pupil satisfying the School's academic entrance requirements.
- Parents/guardians are then required to sign an agreement accepting the award and the terms and conditions relating to it. Where the child is not yet a student at the School, the letter of offer including the award of a bursary and the conditions of the award will be sent to the parents. In these circumstances, the parents accept the offer of a place and bursary by completing the acceptance form and returning it with the acceptance deposit.

#### b. Eligibility for Awards

The amount of the bursary award is not influenced by the academic ability of the child but by the extent of the need. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be subjective. The School has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors will be considered in determining the necessary level of grant.

These might include:

- The ability to improve the financial position or earning power of the family. For example,
  - Where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
  - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would substantial equity value in houses.
  - In cases of separation, the contribution made by the absent parent.
  - Contribution to household costs by other, wider, family members, any adults unrelated to the child or by an outside source.
- Acknowledging that others might have a different view, the School considers that indications of wealth such as the following would not be consistent with the receipt of a bursary:
  - Frequent or expensive holidays
  - New or luxury cars
  - Investment in significant home improvements
  - A second property/ land holdings
  - Valuable works of art
- It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These might include:
  - The social needs of the child (e.g. suffering bullying at their present school)
  - Where a parent is terminally ill or is unable to secure permanent employment due to poor health

Bursary funds are strictly limited and priority will be given to those likely to gain most from the educational provision. The potential contribution of the candidate to the wider school community will also be taken into consideration, as will the likely impact of the award on the enhancement of the candidate's educational opportunity. References from the candidate's current school will form part of the process.

### **c. Existing pupils: Change in Family Circumstances Bursary**

Within overall budget funding the School will, in normal circumstances, set aside funds each year for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle. The sum will be set within budgetary constraints. Parents or guardians with a child at the School, whose financial circumstances suddenly change, may apply for a bursary explaining their situation and requesting assistance. Such awards are subject to the availability of funding, the suitability of the candidate and may be limited to completion of a school year or the next stage of education.

### **d. Annual Review**

All bursary awards may be subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms periodically and at the discretion of the School. Awards remain subject to conditions of award provided with the letter of offer. Bursaries are awarded provided that the school fees payable are paid on time and in full. Failure to comply with this will result in the bursary being withdrawn.

## 2. Scholarships

Scholarships are awarded to recognise academic, subject and / or discipline excellence.

### a. Scholarships available:

#### i. U3 Scholarships

SCHOLARSHIP	CRITERIA
Academic Scholarship <ul style="list-style-type: none"> <li>Up to a maximum of 20% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>Academic scholarship is awarded to pupils who perform particularly well in the Highclare Entrance Assessment and can demonstrate a considerable degree of all round commitment to their current school.</li> </ul>
Art Scholarship <ul style="list-style-type: none"> <li>Up to a maximum of 15% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>For those pupils able to demonstrate excellent talent including a critical analysis of art.</li> </ul>
Music Scholarship <ul style="list-style-type: none"> <li>Up to a maximum of 15% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>For those pupils able to demonstrate excellence (grade 3) in playing any orchestral instrument, keyboard or voice.</li> </ul>
Sports Scholarship <ul style="list-style-type: none"> <li>Up to a maximum of 15% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>For those pupils who can show exceptional promise and an all-round ability or an outstanding talent in one or more competitive curriculum sports.</li> </ul>

Notes: All the above scholarships:

- are offered on an annual basis
- last until the end of GCSE

#### ii. Sixth Form Scholarships

SCHOLARSHIP	CRITERIA
Academic Scholarship: <ul style="list-style-type: none"> <li>Level 1 - 30% off full school fees</li> <li>Level 2 - 40% off full school fees</li> <li>Level 3 - 50% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>Awarded entirely on the basis of results achieved at GCSE</li> <li>Any potential 6<sup>th</sup> former can qualify <ul style="list-style-type: none"> <li>50 points<sup>1</sup> achieved in best eight GCSE examinations including English and Maths.</li> <li>58points achieved in best eight GCSE examinations including English and Maths.</li> <li>66 points achieved in best eight GCSE examinations including English and Maths.</li> </ul> </li> </ul>
Attitude to Learning: <ul style="list-style-type: none"> <li>30% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>Offered on the basis of the attitude to learning scores accumulated during L5 and U5 years.</li> <li>Offered to those who display the very best attitude to learning.</li> <li>Available only to members of U5 at Highclare School</li> </ul>
Art Scholarship <ul style="list-style-type: none"> <li>Up to a maximum of 30% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>For those pupils able to demonstrate excellent talent including a critical analysis of art.</li> </ul>
Music Scholarship <ul style="list-style-type: none"> <li>Up to a maximum of 30% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>For those pupils able to demonstrate excellence (grade 6) in playing any orchestral instrument, keyboard or voice.</li> </ul>
Sports Scholarship <ul style="list-style-type: none"> <li>Up to a maximum of 30% off full school fees</li> </ul>	<ul style="list-style-type: none"> <li>For those pupils who can show exceptional promise and an all-round ability or an outstanding talent in one or more competitive curriculum sports.</li> </ul>

Notes:

- <sup>1</sup>Points on basis of numerical grades achieved at GCSE using scale: 9, 8, 7, 6, 5, 4, etc.
- All are offered on an annual basis for the duration of the Sixth Form
- Sixth formers can only hold one scholarship at any one time.

## **b. Highclare School Governors' (HSG) Prize**

This is an award made to a pupil with exceptional academic talent, currently at a local primary school (including Highclare St Paul's and Highclare Woodfield) who would not otherwise be able to attend Highclare Senior School because of parental / guardian inability to pay full school fees. It is awarded to the winner of an appropriate competitive process which will be carried out by the School. It is a means-tested award to cover up to 100% of full school fees. All additional costs such as uniform, transport, lunches are not included. The School reserves the right to not award the HSG Prize in any particular year if no one is suitable or if funds are not available.

One HSG Prize is awarded per annum and is applicable for the duration of the pupil's schooling at Highclare Senior School, subject to review at the end of GCSE. The scholarship is subject to the same scrutiny and monitoring as the other scholarships. The HSG Prize is awarded by the Board of Governors via recommendation from the Headmaster.

## **c. Procedure**

### **i. U3 Scholarships:**

- Pupils should request an application form from the School Registrar by the stated date<sup>1</sup> or in good time to have the application considered and necessary tests taken.

### **ii. Sixth Form scholarships:**

- Academic scholarships are awarded automatically.
- Attitude to learning scholarships will be offered in February, after the fourth final data collection (U5 Full Report)
- Applicants for specialist scholarships in art, music, sport should submit an application form available from Admissions. This should be done in the autumn term of the U5th year.

## **d. Decision process**

### **i. U3 Scholarships:**

- All candidates should expect to be interviewed before being notified of the decision. All scholarships are awarded at the discretion of the Headmaster. Questioning may include assessing the applicant's ability to attend events as necessary as well as perform to the required standard for which the award has been made.

### **ii. Sixth Form scholarships:**

- Academic scholarships – there is no formal application process. Sixth formers will earn the right to be called a scholar and qualify for fee discount on the basis of their GCSE performance (see table above).
- Attitude to Learning Scholarship – these will be offered to those potential Sixth formers upon consideration of the attitude to learning scores achieved and at the discretion of the Headmaster.
- Specialist scholarships are offered on the basis of fulfilling the criteria specified in the table above at the discretion of the Headmaster.
- All candidates should expect to be interviewed before being notified of the decision. All attitude to learning, art, music and sport scholarships are awarded at the discretion of the Headmaster. Questioning may include assessing the applicant's ability to attend events as necessary as well as perform to the required standard for which the award has been made.

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<sup>1</sup> Subject to the availability of funds, there will be an opportunity to apply for scholarship funds in years other than U3 and L6 depending on the recommendation of staff at that time or on the admittance of a new pupil demonstrating special skill or attribute above the existing cohort of pupils.

### **e. Management and Monitoring**

Scholarship awards will be reviewed annually by the Head of Senior School as well as during the pupil's regular review of their progress in other subject areas with their tutor.

Scholarships are awarded on the understanding that the recipient will take reasonable steps to make him / herself available for school events such as open events and prize giving.

The school reserves the right to reduce or terminate the award on giving a term's notice.

Unsatisfactory performance or conduct could result in the award being reduced or terminated.

Secondly, scholarships are awarded on the understanding that the school fees are paid on time and in full. Failure to comply with this will result in the scholarship being withdrawn.

### **3. Confidentiality**

The School respects the confidentiality of bursary and scholarship awards made to families and recipients are expected to do likewise.

### **4. Data Protection**

All information provided by parents in connection with an application for a bursary will be processed in accordance with data protection principals as set out in the Data Protection Act 1998. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications and the information will not be used for any other purpose.

<b>Written by:</b>	<b>Approved by Board:</b>	<b>Review Cycle</b>	<b>Most recent review</b>
RL	October 2015	3 yearly	November 2018