

ST. EDWARD'S SCHOOL

POLICY FOR AWARDING SCHOLARSHIPS, BURSARIES, and other AWARDS

The Trustees wish to make education at St.Edward's available to all families, irrespective of their financial means, within the constraints of the prudent management of School's resources which are almost entirely dependant on fee income. The School will therefore offer a limited number of means-tested Bursary-Scholarships on the basis of academic, sporting, musical or other ability and potential. Such Bursary-Scholarships may be worth up to 100% of the school fees, depending on the family's financial circumstances. In accordance with the School's Trust Deed, Bursary-Scholarships are open to children of all denominations but preference will be given to Roman Catholics.

The School will also consider applications for Bursaries from families whose children are already pupils of the school but who experience unforeseen financial difficulties which would endanger the child's continuation at the School. Such Bursaries will be means-tested and will normally be granted for limited periods.

Without prejudice to the above, the School reserves the right additionally to make non-means tested Scholarships to pupils whose presence would be of benefit to the School but whose financial circumstances would not normally qualify them for a mean-tested Award.

IMPLEMENTATION AND PROCEDURES

A. BURSARY-SCHOLARSHIPS & NON-MEANS TESTED SCHOLARSHIPS FOR YEAR 7 ENTRY

1. Assessment of Financial Need

1.1 Applicants for Bursary-Scholarships will be required to submit an Assessment of Financial Circumstances form, supplied by the School, together with supporting documentation.

1.2 The applications will be assessed by a Committee, comprised of at least one Trustee, the Bursar and the Headmaster, who will rank them in order of financial need.

1.3 For Roman Catholics evidence of the candidate's religion will be required in the form of a written statement from their Parish Priest.

2. Assessment of Ability/Potential

2.1 Candidates for Bursary-Scholarships will sit the School's normal Entrance Test which will rank them in order by academic potential. The School will use an Entrance Test

which, as far as possible, assesses a child's academic potential rather than their achievement and for which special preparatory tuition is not necessary.

2.2. Candidates for Academic non-means tested Scholarships will sit the School's Entrance Test. They will also submit an Initial Assessment Form, listing their academic achievements, with references for verification. Applicants will be shortlisted for interview with the Headmaster.

2.3 Candidates for non-means tested Sports Scholarships will submit an Initial Assessment Form, listing their sporting achievements, with references for verification. Those shortlisted will then attend Trials at the School where the PE staff will assess them rank them by sporting ability and potential.

2.4 Candidates for non-means tested Music Scholarships must have already achieved a minimum of Grade 4 or its equivalent on an instrument or voice. They will submit an Initial Assessment Form, listing their musical achievements, with references for verification. Those shortlisted will attend the School for Auditions and will be ranked in order of musical ability by the Music staff.

2.5 Candidates for non-means tested Sports or Music Scholarships must attain a satisfactory standard in the Entrance Test.

2.6 Candidates may apply for more than one type of non-means tested Scholarship.

3. Award of Bursaries & Non-means tested Scholarships

3.1 On the completion of the assessments, Bursary-Scholarships will be awarded by the Headmaster to those candidates who are:

- highest in the Entrance Test
- most needy in the Financial Assessment
- with preference for Roman Catholics

3.2 In making the final evaluation, the Headmaster's decision will be paramount.

3.3 The School will offer as many Bursary-Scholarships and Non-means tested Scholarships as is prudent in the light of the School's financial needs each year.

4. Duration of Scholarships

4.1 All Bursary-Scholarships and Non-means tested Scholarships will be awarded on the condition that the pupil completes the full 7 years of secondary school at St.Edward's, i.e. up to the end of Year 13 (subject to the pupil fulfilling the School's Sixth Form entry requirements). Parents will be required to sign acceptance of this condition in accepting the Bursary-Scholarship or Non-means tested Scholarship. For details of these conditions, see the **Appendix**.

4.2 Parents of Bursary-Scholarships and Non-means tested Scholarship holders will be required to submit an annual statement concerning their current situation. Parents in

receipt of a partial fees discount Bursary-Scholarships whose financial situation has deteriorated, to an extent that puts at risk their child's continuation in the School, may apply for the fees discount to be increased. For parents whose financial situation has significantly improved, the School reserves the right to decrease the amount of fees discount awarded.

4.3 Subject to 4.1 and 4.2, the value of all Bursary-Scholarships and Non-means tested Scholarships awarded is guaranteed by the School to be maintained for the entire period of the child's education at St.Edward's, except as below in 4.4.

4.4 The School's normal Exclusion Policy applies to all Bursary-Scholarships and Non-means tested Scholarship holders.

B. SCHOLARSHIPS FOR SIXTH FORM (YEARS 12 & 13)

5. 1 Sixth Form Bursary-Scholarships will usually be awarded according to the same principles of financial need as above. However, the School retains the right also to make non-means tested Awards.

5.2 Non-means tested Sixth Form Scholarships may be awarded to existing students in the School and to external applicants.

5.3 Applicants choose two subjects in which they wish to sit Scholarship papers and may have a general interview.

5.3 As well as Academic Scholarships awards, Sixth Form Awards may be offered for Sport, Music, Art, Performing Arts, Extra-Curricular Activities and All-Round Contribution to School Life.

C. GENERAL

6.1 Bursary-Scholarships and Non-means tested Scholarships will not normally be awarded for entry to other Years in the School. However, the Headmaster may, at his discretion, offer a Scholarship for entry to other Years for exceptional reasons.

6.2 The Headmaster's decision on the award of Bursary-Scholarships and Non-means tested Scholarships and other Awards is final. No appeal will be entertained against a decision not to make an award to a candidate.

6. 3 If any Bursary-Scholarship or Non-means tested Scholarship is not taken up by the candidate to whom it has been awarded, the School may either award it to the next most worthy candidate or may decide not to award the Scholarship that year. The final judgement on this rests with the Headmaster.

D. BURSARIES

7.1 Bursaries may be awarded by the School to parents of pupils already in the School who are experiencing unforeseen financial difficulties which would make their child's continuation at St.Edward's impossible.

7.2 Such parents may submit an application on the appropriate form supplied by the school; required supporting documentation must be provided.

7.3 Applications for Bursaries will be considered by the same Committee which considers Scholarship applications.

7.4 Bursaries will be awarded on the basis of financial need rather than academic merit, although the pupil's effort and behaviour may be taken into consideration.

7.5 Applicants for Bursaries will normally be expected also to seek external sources of financial assistance, e.g. educational trusts. They will also be expected to have maximised their income from all available resources, e.g. through additional mortgage finance.

7.6 The value of a Bursary will be at the discretion of the assessing Committee.

7.7 Bursaries are tenable while parents remain financially eligible and are awarded for a maximum of one academic year and may be renewable.

7.8 All Bursary holders will be required to submit a new declaration of income and capital at the start of each Summer Term so that adjustments can be in place for the beginning of the next academic year.

7.9 An award letter will be sent to each applicant by the Headmaster and shall include:

- the value as a percentage of the tuition fees
- the term of the award
- the conditions of the award which shall include the obligations of pupils and parents (including the obligation to inform the school immediately of an improvement in their financial situation); circumstances under which it can be withdrawn.

Appendix: Conditions

All Bursary-Scholarship or Non-means tested Scholarship awarded by the School are offered on the following conditions:

1. The pupil given the Bursary-Scholarship or Non-means tested Scholarship completes the full seven years of his/her secondary education at St.Edward's School, from the start of Year 7 to the end of Year 13.
2. This is without prejudice to the school's normal disciplinary procedure. The School reserves the right to suspend or expel the pupil, in accordance with the School's normal procedures. In this case the Bursary-Scholarship or Non-means tested Scholarship will be terminated immediately.

3. This is also without prejudice to the School's normal entry requirement for Sixth Form: that the pupil obtains a minimum of 5 GCSEs of at least grade C, including Maths and English. This requirement may be revised in the future.
4. If the parents of child holding a Bursary-Scholarship or Non-means tested Scholarship decide to withdraw their child from the School before the completion of the seven-year period, they will be liable to repay the full value of the Bursary-Scholarship or Non-means tested Scholarship to the school for the period the child was a pupil at the School.
5. The School will consider waiving Condition 4 only in the case of exceptional family circumstances requiring the child's relocation to another school. Examples of such circumstances might include: family relocation due to a parent's change of job in location from which it would be impossible for the child to travel to the School; the child's relocation due to the death of parents; the child's need for a different type of schooling because of a medical condition as certified by an appropriate doctor.
6. In all cases, the school's judgment of the validity of a request to withdraw a child from the school without repayment of the Bursary-Scholarship or Non-means tested Scholarship shall be final (subject to the school's usual complaints procedure).
7. The parents of the child awarded the Bursary-Scholarship or Non-means tested Scholarship give their signed consent to abide by these conditions.

Updated – **November 2009**
To be reviewed - **as required**
By - **the Headmaster in consultation with nominated Trustees**