

## Scholarship and Bursary Policy



# Hollygirt

SCHOOL

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**To be read in conjunction with the following policies**

- Admissions Policy

This policy will be reviewed annually.

## 1. Statement of Intent

This policy outlines the criteria, application process, and administration of scholarships and bursaries to ensure fairness, transparency, and accessibility for all eligible applicants.

## 2. Scholarships

Hollygirt School (hereafter “the School”) awards scholarships which recognise outstanding achievement or potential excellence in academic work, sport and music, regardless of financial circumstances.

Scholarships are awarded to outstanding pupils on entry to Year 7. These are not means-tested but are subject to specific terms and conditions of award and are reviewed annually.

### 2.1. Scholarship Assessment Panel

The Scholarship Assessment Panel (hereafter “the Panel”) will be responsible for determining and reviewing any awards. The Panel consists of the Headteacher, Bursar and Admissions Manager (plus the Head of PE for Sports scholarships and Head of Music for music scholarships). The Panel may temporarily co-opt other senior members of the school’s staff (such as, for example, the Deputy Head), at the discretion of the Headteacher. A member of the School’s Board of Trustees may from time to time attend meetings of the Panel as an observer.

The Panel will request applicant references from current schools as part of the assessment process.

## 3. Academic Scholarships

Academic scholarships are awarded to pupils on entry to Year 7 to pupils who the Panel believes has the capacity to reach grade 8 and 9 at GCSE and to be ambassadors for the school. There are a limited number of places available.

### **3.1. Assessment**

Applications to apply for an academic scholarship should be sent in writing to the Admissions Manager by no later than the day before the Scholarship Day. Following this, applicants are invited to sit a formal assessment including verbal and non verbal reasoning tests at the Scholarship day in January.

### **3.2. Award**

Scholarships are awarded at a discount ranging from 5% to 25% which is applied to tuition fees based on the child's performance in the formal assessment.

### **3.3. Notification**

Applicants will be informed of the outcome of their scholarship application in writing by the Admissions Manager within four weeks of the assessment date.

### **3.4. Expectations**

Pupils are expected to be ambassadors for the school and must also exhibit a commitment to the values and ethos of the school, including participation in school activities and a positive attitude towards learning.

### **3.5. Award Decisions**

Scholarships are decided and awarded at the discretion of the Panel. The Panel's decision is final in all circumstances.

### **3.6. Terms and Conditions**

See appendix A.

## **4. Sports Scholarships**

Sports scholarships are awarded on entry to Year 7 to those pupils who we believe have the capacity to excel in their chosen sport and represent the School at the highest levels of competition.

Sports scholarship information booklets are available upon enquiry from the Admissions Manager.

### **4.1. Assessment**

Applications for Sport scholarships are by way of a detailed CV with supporting evidence of sporting ability which is submitted in writing to the Admissions Manager by the end of the first week of January. Applicants will be invited to an interview with the Panel and Head of PE on Scholarship Day in January.

### **4.2. Award**

The Scholarship affords up to a possible 10% reduction of tuition fees to the selected candidates(s)

### **4.3. Notification**

Applicants will be informed of the outcome of their scholarship assessment in writing by the Admissions Manager within four weeks of the assessment date.

### **4.4. Expectations**

Pupils are expected to be ambassadors for the school, a positive sporting role model, and must also exhibit a commitment to the values and ethos of the school. This

includes participation in school sporting activities and a positive attitude towards learning.

**4.5. Award Decisions**

Scholarships are awarded at the discretion of the Panel. The Panel's decision is final in all circumstances.

**4.6. Terms and Conditions**

See appendix A.

## **5. Music Scholarships**

Music scholarships are available on entry to Year 7 to pupils who the Panel believes have the capacity to excel in either singing or a musical instrument.

Music scholarship information booklets are available upon enquiry from the Admissions Manager.

**5.1. Assessment**

Applications for Music scholarships are by way of a detailed CV with supporting evidence of ability to be submitted in writing to the Admissions Manager by the end of the first week in January. Applicants will be invited to an interview and a short performance on Scholarship Day in January.

**5.2. Award**

The school awards up to 5 Music scholarships annually, offering 50% off a weekly music lesson in the pupil's named musical instrument or singing, either delivered in school, or externally up to maximum discount of £50 a lesson.

**5.3. Notification**

Applicants will be informed of the outcome of their scholarship assessment in writing by the Admissions Manager within four weeks of the assessment date.

**5.4. Expectations**

Pupils are expected to be ambassadors for the school, a positive music role model, and must also demonstrate a commitment to the values and ethos of the school. This includes participation in school music activities such as concerts as well as a positive attitude towards learning.

**5.5. Award Decisions**

Music scholarships are awarded at the discretion of the Panel. The Panel's decision is final in all circumstances.

Music scholarships will only be offered for one musical instrument or singing and cannot be applied to multiple instruments.

**5.6. Terms and Conditions**

See appendix A.

## 6. Bursaries

The School's bursary programme is designed to make it possible for as many as possible to take up a place here by providing financial assistance to pupils from families who cannot afford the full cost of school fees. A limited number of means-tested bursaries are available on entry to Year 7. In exceptional circumstances, bursaries may be considered in other years or for current pupils whose parents are experiencing a long-term change in financial circumstances.

The Trustees will determine the total budget for bursaries in any year by March preceding September entry. Please note bursaries are offered in line with the School's available funding and not all applications will be accepted.

The maximum level of individual bursaries will be no greater than 40% discount on tuition fees. Where an applicant has been awarded a scholarship(s) and a bursary, the maximum combined discount will not exceed 40%.

Bursaries and financial assistance are awarded based on a detailed assessment of the family's financial situation, including income, assets, liabilities, and any other pertinent financial commitments, including fees which are already being paid for siblings at the school. Families are expected to be doing everything they can to maximise their income or liquidate disposable assets before applying to the school for help.

Currently we do not offer financial support to pupils in the Prep School.

### 6.1. Bursary Award Committee

The Bursary Award Committee (hereafter 'the Committee') will be responsible for determining and reviewing any awards. The Committee consists of the Headteacher, Bursar and Admissions Manager. The Committee may temporarily co-opt other senior members of the school's staff (such as, for example, the Deputy Head), at the discretion of the Headteacher. A member of the school's Board of Trustees may from time to time attend meetings of the Committee as an observer.

### 6.2. Application Process

Prospective applicants can apply for an entrance bursary at the point of application for a place at the School, though a bursary assessment will only be completed once a registration fee of £60 has been received. Families must complete the bursary application form, available from the Admissions Manager or Bursar. There is a £50 bursary application fee (in addition to the registration fee) payable prior to the application pack being provided. The application fee is a contribution towards costs and expenses; it is not refundable.

### 6.3. Supporting Documentation

Applicants should submit supporting documentation, which may include:

- Recent tax returns
- Bank statements
- Investment statements
- Proof of income
- Any other relevant financial documents (such as property valuations)

### 6.4. Home Visits

The School may, at its discretion, use an independent company to review and assess bursary applications. Shortly after receipt of the application form, a home visit may be

arranged with this company to talk through the financial circumstances and discuss the application. These visits are conducted sensitively, and all information is treated with strict confidentiality. The School reserves the right to send its own representative to attend the home visit.

#### **6.5. Assessment Procedure**

The Committee will undertake a confidential review all applications that are received in time during the usual window for pupil applications (end of November to beginning of February). Applications received outside the standard application window will be considered if there are sufficient funds remaining.

#### **6.6. Award Decision**

Bursaries and financial assistance are awarded at the discretion of the Committee. The Committee's decision is final in all circumstances.

The level of support provided will be determined based on the family's financial circumstances and the available bursary and financial assistance fund.

#### **6.7. Notification**

Applicants will be informed of the outcome of their application in writing by the Admissions Manager by mid-February. Successful applicants will receive details of the bursary awarded together with any conditions attached.

#### **6.8. Duration and Reassessment**

Bursaries are typically awarded for one academic year and are subject to annual review and reassessment. Updated financial information and supporting documentation may need to be submitted each year that a pupil is in receipt of a bursary.

Continuation of a bursary award is contingent upon a satisfactory reappraisal and validation of financial circumstances, as well as the pupil's satisfactory progress and good conduct.

If the financial circumstances of the parent(s) are unchanged year on year, then a bursary will remain at a similar level. If the income or assets of the parent(s) increase during the pupil's time at the school, the bursary may be reduced or, where appropriate, withdrawn altogether. On the other hand, if the income reduces, other than through personal choice, the bursary award may increase.

#### **6.9. Changes in Financial Circumstances**

The parent(s) must inform the Bursar of any significant changes in their financial circumstances whenever that change occurs, even if this is outside the annual reassessment period. The Committee reserves the right to review and adjust bursary awards accordingly.

#### **6.10. Confidentiality**

All bursary applications and awards are treated with the highest level of confidentiality. Information provided will be used solely for the purpose of assessing bursary eligibility.

#### **6.11. Misleading Information**

Providing misleading or incorrect information, failure to pay the element of fees that are payable, or failure to engage with the annual reassessment process may lead to the withdrawal of a bursary award.

#### **6.12. Terms of Bursary Provision**

The school reserves the right to change its bursary and financial assistance scheme in light of changing financial or other circumstances. Demand for bursary support may exceed availability, and bursaries will not necessarily be available to all who apply. Any terms on which a bursary is made to an individual will be set out as part of the offer of a place and will generally continue for the child's duration at the school, subject to annual review.

## **7. Appeals Process**

### **7.1. Right to Request a Review**

Awards are discretionary and there is no automatic right to an appeal. Financial awards also sit outside of the scope of the School's complaints policy and procedures.

**Applicants who believe a mistake or oversight has been made in a bursary decision may, however, request a Headteacher's Review of the decision. A request for such a review must be made in writing to the Headteacher within 15 days of receiving the decision, setting out the reasons for requesting the review.**

### **7.2. Review**

The Headteacher will review the decision in light of any points raised by the applicant and may request additional information or a meeting with the applicant.

Following the review, if appropriate, the Headteacher may, at their sole discretion, direct the Committee to re-consider the application in light of the information apparent from the review. Thereafter, any further decision of the Committee will be final. This review is not subject to the School's Complaints Policy as the applicant is not on role at the school. Therefore the matter is between the applicants and the Headteacher.



## Appendix A – Scholarship and Bursary Terms and Conditions

### SCHOLARSHIP (Academic, Sport and Music) / BURSARY / CONDITIONS OF AWARD

1. **Obligations of the Pupil:** A pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the school, to be a credit to the school and to set a good example to other pupils. It is expected that an award holder will gain 'Excellent' or 'Good' grades for effort on report cards in all subject areas. These are the Purposes of the Award.
2. **Obligations of the Parent(s):** The parents are expected to support and encourage the pupil to achieve the purposes of the Award and to uphold the aims and the good name of the school. It is a condition of the Award that holidays must not be taken in school term time. The parents are also required to pay the balance of the account by the first day of term.
3. **Withdrawal of the Award:** The Award may be withdrawn by written notice sent to a parent if, in the opinion of the Trustees acting in good faith, the pupil or a parent has not complied with the obligations set out in paragraphs 1 and 2 above or otherwise the pupil has fallen below the required standards of conduct and progress and in the further opinion of the Trustees there has been no significant improvement following consultation with a parent and/or the pupil and a written warning. Withdrawal of the Award shall take effect from the start of the following term. Further, the Award may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.
4. **Repayment Events:** Parents shall be required forthwith upon written notice to repay all or part of the benefits they have received under the Award in any of the following circumstances:
  - a. up to three terms benefits (if received) if the pupil has engaged in serious misconduct or has been expelled or removed for reasons of misconduct by the requirement of the Headteacher acting in good faith;
  - b. up to three terms benefits (if received) in a case of the pupil being withdrawn for any reason during a school term without a term's written notice having been given;
5. **Fees in Lieu of Notice:** For the avoidance of doubt, the benefits payable under an Award do not apply to any term for which the school has required payment of fees in lieu of notice.
6. **Standard Terms and Conditions:** These Conditions of Award take precedence over any of the school's Standard Terms and Conditions which are inconsistent with them but in all other respects the Standard Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.