

## BURSARIES & SCHOLARSHIPS POLICY

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### PART ONE

#### 1. Bursaries, Boarding Awards & Armed Forces Awards

All places at the School remain subject to the School's Admissions process (*See Admissions Policy for general admissions criteria*).

A bursary at New Hall is defined as a means-tested remission of School fees. The School makes available significant bursaries (of up to 100% of fees), to help students entering the School and current students whose parents would not otherwise be able to afford a New Hall education. The School is committed to make provision, where possible, for financial assistance with fees for deserving students who would otherwise be excluded purely on the basis of family finances. **Please also be aware that, for the academic year 2022-23, the Governors have established a hardship fund to support existing students to remain at New Hall School, with priority given to those in examination year groups. There are no new bursaries available for incoming students in September 2022. Parents of joiners will need to provide assurance of the mean to pay the School fees in full.**

Application for a bursary is made by completion of a Blue Form, by 8 January of the year of entry, which is available from the Registrar or Finance Department. The Blue Form includes a confidential statement of income, savings and assets and is submitted to the Head of Finance, together with supporting documentation as required. The first stage of the application involves an assessment of the financial data provided. If this demonstrates eligibility, in principle, for a bursary, then the parent/s may be invited in for an interview with the Head of Finance. In addition, the School may require a home visit as part of the review and financial background checks. This may result in the application going forward to the meeting of the Bursaries Committee in February of the year of entry. In exceptional circumstances, late applications for a bursary may be considered, particularly if these are for existing students, whose parent/s experience sudden financial hardship, which would otherwise necessitate the student leaving the school. (*The full details of the application process are set out in the Bursaries Guidelines at Appendix A.*)

There are limited funds available for bursaries and, in the case of there being more eligible applicants than funds available, the final decision on any award will require Governor approval. There is a Bursaries Committee, which includes three Governors and two members of the Senior Leadership Team.

The School has a designated bursaries fund. One source of funds is from parents who do not require the monetary award attached to a scholarship in order to afford the School fees. They are invited to donate part, or all of the award to a designated bursaries fund, to assist those in special need of assistance with fees, who would not otherwise be able to attend the School.

All bursary awards are reviewed annually and a further means-test is required each year, to determine whether a significant change in financial circumstances has occurred.

### **1.1 Nursery (ages 1-4) and Preparatory Divisions (ages 4-11)**

No bursaries are available for New Hall Nursery Division. Subject to space being available in a year group, the Preparatory Divisions make available two bursaries, of up to 100% of fees, for practising Catholic pupils, or children of outstanding academic ability from Catholic primary schools, who would not otherwise be able to afford to join the School. The Preparatory Divisions may grant staff bursaries for New Hall School support staff children, subject to funds.

### **1.2 Senior Divisions (ages 11-18)**

Subject to there being space available in a year group and the necessary funds being available, a limited number of bursaries may be awarded to students whose parents would not otherwise be able to afford the fees or who have recently experienced particular hardship. Priority for bursaries is given to students of high academic ability, those with outstanding talents (e.g. in music or sport) or those who have particular pastoral or boarding needs. The Senior Divisions also make available staff bursaries for staff children. Although there are limited funds available, the School would seek to provide a bursary for an existing student in a public examination year, if there was unexpected financial hardship that would otherwise cause the student to leave at a point that could seriously affect his or her examinations. In the event that funds are insufficient to cover all eligible applicants, preference would be given (in no particular order) to students currently in Years 9-11, students currently in Sixth Form, new entrants who have won top scholarships/awards, or practising Catholics, where candidates of a similar ability are being considered for bursaries.

Subject to availability of funds, an additional means-tested remission of up to 100% of fees may be awarded to a recipient of a scholarship, if the school fees would otherwise be unaffordable. The School may also provide 100% bursaries for international scholars joining Year 12, who have been identified by the HMC Scholars organisation and selected by the School, subject to the availability of funds. Students will only be considered for bursaries/continuation of bursaries, if they have a good work ethic, good academic achievements and good conduct and they will be required to maintain these high standards during the time of their receipt of the bursary.

### **1.3 Boarding Award (*internal or external candidates*)**

In exceptional circumstances, the Principal has the discretion to grant awards, e.g. based on outstanding academic/co-curricular achievements, to pupils who are joining the School as full boarders. These are only awarded if there is sufficient space in the Boarding House and on the recommendation of the relevant Head of Boarding. These are normally awarded for 1-2 years, and are reviewable annually. The Award discounts the full boarding fee to the level of day fees. Subject to a means-test, an additional remission of up to 100% of the overall annual fee may be granted.

### **1.4 Armed Forces Award**

The New Hall Armed Forces Award for full boarders (girls and boys aged 7-18) ensures that families in this category only pay 10% of the annual full boarding fee. The full boarding fees are discounted for those in receipt of MOD Continuity of Education Allowance (CEA). The MOD insists that eligible personnel make a minimum contribution of 10% towards the school fees, but

they will not fund more than the maximum amount that they set each year as boarding school fees are generally far above this figure. As a result, the School sets the fees for eligible families so that the minimum parental contribution permissible under MOD CEA rules applies. If the candidate is awarded a scholarship/award for outstanding performance, this will confer scholar's privileges and the relevant accolades but will be represented by a non-monetary Honorary Award.

## **PART TWO**

### **1. Scholarships & Awards**

New Hall School offers scholarships/awards at Year 5, Year 7, Year 9 and Sixth Form, which confer a number of benefits and responsibilities. The School celebrates the honour of all achievements. Students who win scholarships/awards gain an important benefit in terms of public recognition, as well as university/apprenticeship/job applications and references. There is a special provision for those identified as Most Able & Talented (MAT); scholars/award holders who are placed on the MAT Register are afforded additional target setting, monitoring and reporting. The financial value of scholarships normally ranges from £250pa to £5,000pa. Scholars are expected to be exemplary students and to represent the School in the relevant areas. Year 7 and Year 9 scholarships/awards are assessed separately for boys and girls and each is offered in both the Girls' Division and the Boys' Division.

A number of Year 9 scholarships are for external applicants only. For these scholarships, an internal candidate may only apply if they did not join the School at the start of Year 7, and/or did not sit the entrance assessment in the Michaelmas Term prior to Year 7.

Assessment is based on performance in the New Hall entrance assessments, as appropriate to the point of entry. The current headteacher's report/reference and the student interview at New Hall are important. Following the assessments, students will be ranked and scholarships/awards will be offered to the best performing students. Where candidates of a similar ability are being considered, preference may be given to full/weekly boarders and Catholics.

Subject to the availability of funds, an additional means-tested remission up to 100% of fees may be awarded to a recipient of a scholarship, if the fees would otherwise be unaffordable. In the event that parents do not require the scholarship in order to afford the School fees, they are encouraged to donate part or all of the award to a designated bursaries fund.

### **2. Preparatory Division Awards (ages 7-11)**

#### **2.1 Year 5 Music Awards (9+) (internal and external)**

Candidates will be assessed by the Director of Music in the Trinity Term of Year 4. The award winners will be expected to take leading roles in School ensemble activities and liturgies and to perform at concerts and other public events, as required. Awards will only be made where the standard reached is sufficiently high and where there is evidence of commitment, interest and potential. Should a pupil stop playing the relevant instrument, then the award will cease from the following term.

The following Music Awards (Preparatory Division) are available for Years 5-6, with an annual financial contribution of £250 for two years:

- Brass Award
- Chorister Award
- Drum kit/percussion Award
- Guitar Award
- Organ Award
- Piano Award
- Singing Award
- Strings Award
- Woodwind Award

### **3. Year 7 Scholarships & Awards (11+)**

Candidates follow the normal entrance procedure (assessments and interview). Candidates applying for a Music or Sport scholarship/award will also undergo further assessment. If a student ceases to take part in the activity for which they were awarded a scholarship/award, it may be withdrawn from the following term. Scholarships apply for five years, throughout the Girls' Division/Boys' Division. They will be reviewed by the end of Year 10 and may be confirmed as continuing into Sixth Form.

#### **3.1 Year 7 Hawley Academic Scholarship**

The highest achieving academic scholar based on the entrance assessments will win the Year 7 Hawley Academic Scholarship.

#### **3.2 Year 7 Academic Scholarships**

Academic Scholarships may be awarded, based on the Year 7 entrance assessments.

#### **3.3 Year 7 Dennett All-Rounder Scholarship**

The highest achieving candidate will win the Year 7 Dennett All-Rounder Scholarship. This scholarship is awarded to a student who is likely to contribute exceptionally well to the overall life of the School. The recipient is likely to be in the top quartile academically, with additional significant co-curricular strengths. Students will be selected from the scholarship assessments and the current headteacher's reference will be given careful consideration. Students applying for an All-Rounder Scholarship must also apply for at least one of the following scholarships/awards: Music or Sport.

#### **3.4 Year 7 All-Rounder Scholarships**

All-Rounder Scholarships may be awarded, based on the Year 7 entrance assessments. Students will be selected based on the criteria for the Dennett All-Rounder Scholarship.

#### **3.5 Year 7 Scholarships for Catholic students**

The successful applicant will be expected to make a significant contribution to the chaplaincy and liturgical life of the School. The recipient is likely to be in the top quartile academically.

The scholarship may be awarded for any of the four main scholarship categories at Year 7, i.e. Academic, All-Rounder, Music or Sport. S/he will be a practising Catholic. Candidates will need to provide a copy of their baptismal and first Holy Communion certificates. The priest reference form must also be completed.

– **Year 7 St Augustine Scholarship**

This is awarded to a student who is currently attending a voluntary-aided Catholic primary school.

– **Year 7 Dolman Scholarship**

This is awarded to a student who is currently attending a Catholic independent school.

– **Year 7 Diocesan Scholarship**

This scholarship is not restricted to the applicant currently being in a Catholic school.

### 3.6 **Year 7 Modern Languages Awards**

All New Hall Preparatory Division applicants for Year 7 will sit an assessment in French and/or Spanish. External applicants may opt to take one or both of these assessments. The top performers will be awarded a French Award/Spanish Award in the relevant language. There will be a financial contribution of £250pa for two years. Speakers of these languages as a first language are ranked separately. It is a requirement that the relevant language is chosen in Year 7.

### 3.7 **Year 7 St Cecilia Music Scholarship**

The St Cecilia Music Scholar and award winners will be expected to take leading roles in School ensemble activities and liturgies and to perform at concerts and other public events, as required.

The highest achieving candidate may win the Year 7 St Cecilia Music Scholarship. This scholarship includes two sets of tuition fees per week for instruments/voice. The School looks for evidence of future potential as well as current achievements. Candidates will be assessed for the scholarship by the Director of Music at the time of the entrance examinations. Should a student stop playing the relevant instrument, then the scholarship/award will cease from the following term.

In addition, the following Music Awards are available for Years 7 & 8, with a financial contribution of £250pa for two years:

- Brass Award
- Chorister Award
- Drum kit/Percussion Award
- Guitar Award
- Organ Award
- Piano Award
- Singing Award
- Strings Award
- Woodwind Award

### 3.8 Year 7 Anderson Sport Scholarship

The highest achieving candidate may win the Year 7 Anderson Sport Scholarship. Sport scholars and award winners are expected to represent the School at sporting events, as required by the Director of Sport.

Proven sporting ability/interests will be the basis for selection and potential will also be assessed. Priority will be given to candidates who excel in at least two of the School's major or minor sports (rugby, hockey, netball, swimming, cricket, tennis, athletics, golf, riding, skiing). In the event that a student excels in only one particular sporting field, a scholarship may still be awarded. Candidates will be assessed for the scholarship by the Director of Sport at the time of the entrance examinations. Evidence of the student's achievements, including a testimonial from their coach, will need to be provided before assessment takes place. Should a student stop playing the relevant sport, then the award may cease from the following term.

In addition, the following Sport Awards are available for Years 7 & 8, with a financial contribution of £250pa for two years:

- Athletics Award
- Cricket Award
- Hockey Award
- Netball Award
- Rugby Award
- Swimming Award
- Tennis Award
- Golf Award
- Riding Award
- Skiing Award

The above categories cover the School's major and minor sports.

### 4.5 Year 7 Messing Scholarships

The Principal has the discretion to grant awards, e.g. based on outstanding academic/co-curricular achievements, to pupils from New Hall's sponsored academy, Messing Primary School, who are successful in securing a Year 7 offer at New Hall in the Girls' or Boys' Division. These are normally awarded for 5 years. Subject to a means-test, remission of up to 100% of the overall day fee may be granted. Subject to availability of funds, an additional means-tested remission of up to 100% of fees may be awarded to a recipient of a scholarship, if the school fees would otherwise be unaffordable. Students will only be considered for bursaries/continuation of bursaries, if they have a good work ethic, good academic achievements and good conduct and they will be required to maintain these high standards during the time of their receipt of the bursary.

Up to two scholarships are offered for pupils from New Hall's sponsored academy, Messing Primary School, who achieve within the scholarship range in the Year 7 entrance assessments for New Hall. Scholarships may be awarded in the following categories: Academic, Music, Sport, Catholic. The Scholarships are worth up to 50% remission of fees and apply for 5 years. Scholarships may be combined with a bursary for those who are otherwise unable to afford the fees.

## 4. Year 9 Scholarships

The Year 9 scholarship process is primarily for external applicants. An internal candidate may only apply if they did not join the School at the start of Year 7 and/or did not sit the entrance assessment in the Michaelmas Term prior to Year 7. These scholarships are assessed in January of the year of entry. All Scholarships will be reviewed by the end of Year 10 and may be confirmed as continuing into Sixth Form.

### 4.1 Year 9 Academic Scholarship (*external candidates*)

This scholarship may be awarded to the student who excels academically in the entrance assessments.

### 4.2 Year 9 All-Rounder Scholarship (*external candidates*)

This scholarship may be awarded to a student who is likely to contribute exceptionally well to the overall life of the School. The recipient is likely to be in the top quartile academically, with major co-curricular strengths. Students will be selected from the scholarship assessments and the current Headteacher's reference will be given careful consideration. Students applying for an All-Rounder Scholarship must also apply for one of the following scholarships/award: Music or Sport.

### 4.3 Year 9 Open Diocesan Scholarship (*external candidates*)

The successful applicant will be expected to make a significant contribution to the chaplaincy and liturgical life of the School. The recipient is likely to be in the top quartile academically. The scholarship may be awarded for any of the four main scholarship categories at Year 9 i.e. Academic, All-Rounder, Music or Sport. S/he will be a practising Catholic student. Candidates will need to provide a copy of their baptismal and first Holy Communion certificates. The priest reference form must also be completed.

### 4.4 Year 9 Modern Languages Awards (*internal and external candidates*)

All students will sit a Year 8 assessment in French and/or Spanish. External applicants may opt to take one or both of these assessments. The top performers will be awarded a French Award/Spanish Award in the relevant language. There will be a financial contribution of £250pa for two years. Speakers of these languages as a first language are ranked separately. It is a requirement that the relevant language is chosen in Year 7.

### 4.5 Year 9 Music Scholarship & Awards (*internal & external candidates*)

The highest achieving candidate may win the Year 9 Music Scholarship. The Music Scholar will be expected to take GCSE Music. The Music Scholar and award holders will be expected to take leading roles in School ensemble activities and liturgies and to perform at concerts and other public events, as required.

This scholarship includes two sets of tuition fees per week for instruments/voice. The School looks for evidence of future potential as well as current achievements. Candidates will be assessed for the Scholarship by the Director of Music. Should a student stop playing the relevant instrument/not take GCSE Music, then the scholarship may cease from the following term.

In addition, the following Music Awards (*internal and external candidates*) are available for Years 9-11, with a financial contribution of £250pa for three years:

- Brass Award
- Chorister Award
- Drum kit/Percussion Award
- Guitar Award
- Organ Award
- Piano Award
- Singing Award
- Strings Award
- Woodwind Award

Should a student stop playing the relevant instrument, then the award will cease from the following term.

#### **4.6 Year 9 Sport Scholarship** (*internal & external candidates*)

The highest achieving candidate may win the Year 9 Sport Scholarship, subject to achievements and funding. Sport scholars and award winners are expected to represent the School at sporting events, as required by the Director of Sport.

Proven sporting ability/interests will be the basis for selection and potential will also be assessed. Priority will be given to candidates who excel in at least two of the School's major or minor sports (rugby, hockey, netball, swimming, cricket, tennis, athletics, golf, riding, skiing). In the event that a student excels in only one particular sporting field, a scholarship may still be awarded. External candidates will be assessed by the Director of Sport at the time of the entrance examinations. Evidence of the student's achievements, including a testimonial from their coach, will need to be provided before assessment takes place. Internal candidates may only be considered following recommendation by the Director of Sport. Should a student stop playing the relevant sport, then the award may cease from the following term.

In addition, the following Sport Awards are available for Years 9-11, with a financial contribution of £250pa for three years:

- Athletics Award
- Cricket Award
- Hockey Award
- Netball Award
- Rugby Award
- Swimming Award
- Tennis Award
- Golf Award
- Riding Award
- Skiing Award

The above categories cover the School's major and minor sports.

## 5. Sixth Form Scholarships (ages 16-18)

All scholarships are at the discretion of the Principal and are dependent on the candidate meeting all of the criteria, including a sufficiently high standard academically, behaviourally and in terms of application to learning.

The following scholarships that may already be held by New Hall Year 11 students in each of Divisions may continue into Sixth Form, subject to the student's eligibility:

- Hawley Academic Scholarship
- Academic Scholarship
- Dennett All-Rounder Scholarship
- All-Rounder Scholarship
- St Augustine Scholarship
- Dolman Scholarship
- Diocesan Scholarship
- St Cecilia Music Scholarship
- Music Scholarship
- Anderson Sport Scholarship
- Sport Scholarship

### 5.1 Sixth Form GCSE Achievement Scholarship (*internal & external candidates*)

This is awarded following publication of GCSE results in August. The award is made to the four Year 12 internal candidates and the four Year 12 external candidates with the highest GCSE results, subject to a minimum of eight grade 8s. Attitude to learning will be taken into account. This scholarship has a financial contribution of £5,000-£10,000pa, subject to funding. If a student is successful in achieving this scholarship it may replace any existing awards.

### 5.2 Sixth Form Academic Scholarship (*external candidates*)

Academic Scholarships may be awarded following the results of the mock and/or predicted GCSE grades. The Academic Scholarship will be subject to a minimum of eight grade 7s at GCSE.

### 5.3 Sixth Form STEM Scholarship (*internal or external candidates*)

Two STEM (Science, Technology, Engineering & Mathematics) Scholarships may be awarded, subject to the candidate achieving a minimum of a Grade 8 or 9 in two STEM subjects, plus seven grade 7s being achieved at the publication of GCSE results in August. To be eligible for a STEM Scholarship, a student must also be taking at least two subjects from the following list, in both Year 12 and Year 13: Biology, Chemistry, Physics, Mathematics, Computer Science, Economics, Psychology.

### 5.4 Sixth Form Modern Languages Scholarships (*internal or external candidates*)

French Scholarships and Spanish Scholarships may be awarded, subject to the candidate achieving a minimum of a Grade 8 or 9 in French and/or Spanish, plus five grade 7s being achieved at the publication of GCSE results in August. To be eligible, a student must be taking French and/or Spanish at A Level. Priority may be given to students studying two languages. For external candidates, these Scholarships are awarded in the Lent Term preceding

entry and are based on a completed application form (available from the Admissions Department), an interview, GCSE mock results and/or supporting school report and/or entrance examinations. For internal candidates, the Scholarship is based on recommendation from the Head of Department and GCSE mock examination/GCSE final examination results.

**5.5 Sixth Form Classical Languages Scholarships** (*internal or external candidates*)

Latin Scholarships and Classical Greek Scholarships may be awarded, subject to the candidate achieving a minimum of a Grade 8 or 9 in Latin and/or Greek plus five grade 7s being achieved at the publication of GCSE results in August. To be eligible, a student must be taking Latin and/or Classical Greek at A Level. Priority may be given to students studying two languages. For external candidates, these Scholarships are awarded in the Lent Term preceding entry and are based on a completed application form (available from the Admissions Department), an interview, GCSE mock results and/or supporting school report and/or entrance examinations. For internal candidates, the Scholarship is based on recommendation from the Head of Department and GCSE mock examination/GCSE final examination results.

**5.6 Sixth Form Diocesan Scholarship** (*external candidates*)

The successful applicant will be expected to make a significant contribution to the chaplaincy and liturgical life of the School. The recipient is likely to be in the top quartile academically. The scholarship may be awarded for any of the four main scholarship categories at Sixth Form i.e. Academic, All-Rounder, Music or Sport. S/he will be a practising Catholic student. Candidates will need to provide a copy of their baptismal and first Holy Communion certificates. The priest reference form must also be completed.

**5.7 Sixth Form All-Rounder Scholarship** (*external candidates*)

This award is to a student who is likely to contribute exceptionally to the overall life of the Sixth Form. The recipient is likely to be good academically, with major co-curricular strengths. These scholarships are awarded in the Lent Term preceding entry and are based on a completed application form (available from the Admissions Department), an interview, GCSE mock results and/or supporting school report and/or entrance examinations.

**5.8 Sixth Form Fardell Music Scholarship** (*internal or external candidates*)

The highest performing candidate may win the Sixth Form Fardell Music Scholarship. This scholarship may be awarded, subject to achieving a minimum of a Grade 8 or 9 in GCSE Music being achieved at the publication of GCSE results in August. The Music Scholar will be expected to take A Level Music. The Music Scholar will be expected to take leading roles in School ensemble activities and liturgies and to perform at concerts and other public events, as required.

This scholarship includes two sets of tuition fees per week for instruments/voice. The School looks for evidence of future potential as well as current achievements. Candidates will be assessed for the Scholarship by the Director of Music. Should a student stop playing the relevant instrument/not take A Level Music, then the award will cease from the following term.

**5.9 Sixth Form Sport Scholarship** (*internal or external candidates*)

The highest performing candidate may win the Sixth Form Sport Scholarship. The Sport Scholar is expected to represent the School at sporting events, as required by the Director of Sport.

Proven sporting ability/interests will be the basis for selection and potential will also be assessed. Priority will be given to candidates who excel in at least two of the School's major or minor sports (rugby, hockey, netball, swimming, cricket, tennis, athletics, golf, riding, skiing). In the event that a student excels in only one particular sporting field, a scholarship may still be awarded. Candidates will be assessed for the scholarship by the Director of Sport at the time of the entrance examinations. Evidence of the student's achievements, including a testimonial from their coach, will need to be provided before assessment takes place. Should a student stop playing the relevant sport, then the award may cease from the following term.

## **6. General Scholarships**

Occasionally, Outstanding Performer/Creative Arts Awards may be granted. Outstanding performers may be considered at any time and an interview will be arranged. These would normally fall in the following categories:

### **6.1 Outstanding Performer Award (Sport) *(internal or external)***

At the Principal's discretion, an Outstanding Performer Award (Sport) may be offered to a student who has demonstrated exceptional achievement and who represents their country at U16 level or above in a sport for which the School has a team. The Outstanding Performer Award (Sport) will be expected to represent the School at sporting events as required by the Director of Sport.

### **6.2 Outstanding Performer Award (Music) *(internal or external)***

At the Principal's discretion, an Outstanding Performer Award (Music) may be offered to a student who has demonstrated exceptional prior achievement (conservatoire level performance) and has the potential to perform at national and international level. In addition to a monetary award, this scholarship includes two sets of tuition fees per week for instruments/voice. Candidates will be assessed for the scholarship by the Director of Music. The Outstanding Performer Award (Music) will be expected to take a leading role in School ensemble activities, and to perform at concerts and other public events.

**BURSARIES GUIDELINES**

**1 General**

The Governors of New Hall School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of School fees. Such support is known as a bursary and these may be awarded in the form of a discount of up to 100% on fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants. Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Awards are made by the Governors and after taking into account a family's financial circumstances e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors.

Requests for financial support usually fall into two categories:

- New applicants to the School, where a place has been offered but parents/guardians are unable to fund the fees. (Please note that there are no bursaries available for incoming students in September 2021, due to a need to prioritise emergency funds for existing families affected by the pandemic.)
- Existing students where a change in parents'/guardians' circumstances has resulted in difficulty in meeting fees and may result in the child being withdrawn part way through a stage of education.

**2 The Application Process**

Bursaries may be made available to parents/guardians of children entering New Hall School (see the Admissions Policy). They are awarded at the discretion of the Governors. The Principal and Head of Finance are responsible for the management and co-ordination of the process.

- **Step One:** Parents/guardians seeking a bursary are required to complete an application form, which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the Head of Finance no later than **8 January** in any year for bursaries to start the following September.
- **Step Two:** The Head of Finance assesses all applications in order to establish the likely level of support, which will be required in order to allow the child to attend the school in their first and subsequent years. This may involve the Head of Finance, or her/his representative, undertaking financial background checks, home visits, interviewing applicants to review the application details and to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

- **Step Three:** The Head of Finance prepares a recommendation, which is considered with the Principal, and a joint recommendation is then reached.
- **Step Four:** The joint recommendation is presented to the Bursaries and Scholarship Committee for approval.
- **Step Five:** The parents/guardians are advised of the outcome of their bursary application **at the end of February.**
- **Step Six:** Parents/guardians are then required to sign a letter accepting the place at the School and an acknowledgement agreeing to any conditions relating to the bursary.

<b>3 The Case for Assistance</b>
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The Principal and Head of Finance will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the School is the first consideration in granting support.

**3.1 Suitability:** In assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each student to whom support is offered must, in the opinion of the Principal, be likely to make sound academic progress following admission and possess the potential to develop the quality of his/her work, and benefit from participation in the wider, co-curricular activities on offer at the school. In normal circumstances, each applicant should meet the School's normal academic requirements. Previous and current school reports will be consulted for evidence of good behaviour.

**3.2 Financial Limitations:** 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 what is viable within the overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursary grants are well focussed and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will 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 dependants, 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 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 outside sources (e.g. other charitable organisations).
- Acknowledging that others might have a different view; the School considers that the following would not be consistent with the receipt of a bursary:
  - Frequent or expensive holidays, including long trips offered by the School
  - New or luxury cars
  - Investment in significant home improvements
  - A second property/land holdings

New Hall reserves the right to undertake financial background checks and to make home visits to assess property and assets owned.

**3.3 Other Factors:** It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances, which should be considered. These include:

- Where a child has siblings at New Hall
- Where the social needs of the child are relevant (e.g. may be suffering from bullying at their present school)
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health
- Where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating

#### **4 Existing Students - Change in Family Circumstances**

Within overall budget funding, the School will, in normal circumstances, set aside each year a Hardship Fund, for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Principal and/or Head of Finance, explaining their situation and completing the application form. Such awards are subject to the availability of funding and cannot be guaranteed, but if an award is made, it may be for a limited period.

#### **5 Annual Review**

All bursary awards are 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 in November each year. For those previously in receipt of bursaries, the Principal and Head of Finance, in making their joint recommendation to the Bursary Committee, have the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a student's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the School, for example by the late payment of any contribution they are making to the fees.

#### **6 Confidentiality**

The School respects the confidentiality of bursary awards made to families and it is a condition of the award that recipients do likewise.

#### **7 Other Sources of Bursary Assistance**

In addition to the School's bursary fund, there are a number of educational and charitable trusts, which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change in circumstances may be unable to

remain. New Hall School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from:

Head of Finance, New Hall School, The Avenue, Boreham, Chelmsford, Essex CM3 3HS

Email: [schoolfees@newhallschool.co.uk](mailto:schoolfees@newhallschool.co.uk).

The Educational Trusts Forum

www: [www.educational-grants.org](http://www.educational-grants.org)

Royal National Children's Foundation

Sandy Lane

Cobham

Surrey

KT11 2ES

Tel: 01932 868 622

Email: [admin@rncf.org.uk](mailto:admin@rncf.org.uk)

**Scholarship or Bursary - Conditions of Award**

1. **Grant of the award:** An award is granted at the sole discretion of New Hall School (the School).
2. **Obligations of the Student:** The Student 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 students. The Student must adhere to the School's required standards of conduct and progress. These are the **Purposes of the Award**.
3. **Obligations of the Parent(s):**
  - 3.1 To support and encourage the Student to achieve the Purposes of the Award; and
  - 3.2 To treat members of the School community reasonably and to uphold the aims and the good name of the School; and
  - 3.3 To comply with the School's *Terms & Conditions*.
4. **Means-tested awards:** All means tested awards will be subject to annual review (which may include a home visit) and the Parents shall each year be required to complete a financial means questionnaire. After any annual review, the School reserves the right to vary the value of the award with immediate effect and will confirm the new value in writing to the Parents. Students in receipt of a bursary will not normally be eligible to apply for a place on long trips due to the significant cost, as this is inconsistent with the award of a bursary.
5. **Continuation of the award:** Continuation of the award is dependent upon the following conditions being fulfilled:
  - 5.1 in the case of a means tested award, the Parents satisfy the School's financial requirements each year; and/or
  - 5.2 in respect of all awards:
    - 5.2.1 the financial resources allocated by the School to support the award being sufficient to maintain the award; and
    - 5.2.2 it being in the financial interests of the School to maintain the award.
6. **Confidentiality:** The value and Terms & Conditions of the award shall remain confidential between the Parents and the Student and the School.
7. **Termination of the award:** The award may be terminated on the following grounds:
  - 7.1 **termination on financial grounds:** The School may terminate the award on one Term's notice in writing if, in the opinion of the Principal acting in good faith:
    - 7.1.1 the Parents have not satisfied the School's financial requirements under clause 4 and clause 5.1; or
    - 7.1.2 the School is no longer able to continue the award under clause 5.2. The termination shall take effect from the date set out in the written notice.
  - 7.2 **termination on the grounds of conduct:** the School may terminate the award by written notice sent to the Parents with immediate effect if, in the opinion of the Principal acting in good faith, one or more of the following conditions has been fulfilled:

- 7.2.1 the Student has not complied with the obligations set out in clause 2 and in the further opinion of the Principal there has been no significant improvement following consultation with the Parents and/or the Student, which may include a written warning; or  
the Parents have not complied with the obligations set out in clause 3; or the Parents of the Student do not keep the value and Terms & Conditions of the award confidential in accordance with clause 6; or the Parents withdraw the Student from the School without providing a full Term's Written Notice.
- 7.2.2 the Parents of the Student do not keep the value and Terms & Conditions of the award confidential in accordance with clause 6; or
- 7.2.3 the Parents withdraw the Student from the School without providing a full Term's Written Notice.
- 7.3 **repayment of the award:** the Parents will be required to repay all or part of the benefits received under the award if it is terminated in any of the following circumstances:
- 7.3.1 under clause 7.1.1, if the Parents have knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable; or
- 7.3.2 under clause 7.2.1 if the Student has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be Permanent Exclusion or required Removal, up to three Terms' benefits (if received) may be repayable.
8. **Cancellation and withdrawal:** For the avoidance of doubt, the benefit receivable under an award will not apply to the Parents' liability to pay the first Term's Fees if less than a Term's Written Notice of Cancellation is given, or to any Term for which the School requires payment of fees in lieu of notice following withdrawal without proper notice.
9. **Conditions of award:** These conditions of award take precedence over any of the School's *Terms & Conditions*, which are inconsistent with them but in all other respects the School's *Terms & Conditions* as amended from time to time shall apply and these conditions of award shall be interpreted in accordance with them.

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