

SCHOLARSHIP, BURSARIES AND AWARDS POLICY

PURPOSE

At Cundall Manor School scholarships, bursaries and other awards are made to individual pupils:

- To assist them in attending the school where it would otherwise not be possible due to financial restrictions.
- To encourage excellence across the curriculum.
- To assist families with more than one child, in making the school's provision available to all siblings.
- To provide families who are part of Forces with a consistent and continuing education for their children.

SCHOLARSHIPS

Scholarships are awarded for academic, artistic, musical, dramatic, sporting or all round excellence.

Eligibility

Academic scholarships are available for pupils who wish to join, or who are already in, any year from Form 4 (NC year 6) to Leckby (NC year 9).

All Rounder, Art, Music, Drama and Sporting scholarships are available for pupils who wish to join, or are already in, any year from Form 2 (NC year 4) to Leckby (NC year 9).

Pupils are eligible to enter an academic or non-academic scholarship per academic year.

Assessment for scholarships

Academic scholarships will be assessed by formal written examinations. These will consist of an English paper, a Mathematics paper and a Non-verbal reasoning paper. Formal exam access arrangements will be given due consideration.

Art scholarships will be assessed by submitting and discussing a portfolio of work with the Head of Art and completing a timed still life composition at school.

Music scholarships will be assessed by the performance of one prepared piece and one un-seen piece to the Head of Music.

Drama scholarships will be assessed by the performance of one short prepared monologue and one un-seen monologue to the Head of Drama.

Sporting scholarships will be assessed through an observed training and match play session (given sufficient numbers) delivered by the Director of Sport or Head of Girl's Games.

All Rounder scholarships

Those wishing to apply for an All Rounder scholarship must select two areas of the co-curricular (Art, Music, Drama and Sport) in addition to academic potential to be assessed. Students will undertake the same assessment as candidates for the individual scholarships and may need to attend on more than one day.

The Governors' Awards Committee will make the final decision on the awarding of scholarships. Their decision is final.

Value of a scholarship

Scholarships are awarded with a minimum of 5% discount on school fees.

The value of the scholarship is dependent upon the performance in the relevant examination or appropriate assessment.

Application procedure

If you are considering applying for a scholarship for your child, please keep the following deadlines in mind:

- Application Forms for scholarships will be available from the start of each academic year.
- Completed applications must be delivered to the Head of Admissions by the end of October of each academic year.
- All examinations and assessments for all scholarships will take place in November, following the closing date for applications. Outside this time frame, any examinations and assessments are at the Joint Heads' discretion.
- Families will be informed of any decision and individual details to award their child a scholarship in January of each academic year. Successful external candidates can then enter the admissions process.
- To receive an application form for a scholarship, please contact us by calling the Head of Admissions or emailing the school using admissions@cundallmanor.org.uk

Continued eligibility for scholarships

Scholarships place a responsibility on the pupils concerned. They will act as an ambassador and role model for other pupils and depending upon their particular skills, children in receipt of scholarships may well represent the school, whilst in receipt of the scholarship.

Each pupil who is in receipt of a scholarship will have their performance reviewed annually. If they are deemed to no longer be fulfilling their responsibilities in a

satisfactory manner, they may, after consultation between the school and their parents, have the award removed – the financial benefit will cease.

Interaction between scholarships and bursaries

Parents of pupils who are successful in achieving a scholarship, but whose circumstances are such that they may not be able to afford the balance of the annual fees, are also eligible to apply for a Bursary.

Parents of pupils who are already receiving a bursary and are then successful in obtaining a scholarship, will have their bursary reviewed, taking any scholarship award into account.

Interaction with Sibling Awards, and Forces Award

Please see the relevant sections below.

BURSARIES

Eligibility

Bursaries are available to any family with children already in the school, or who are interested in sending their children to the school.

Bursaries are designed to assist those families whose income and savings are such that without financial assistance their child would be unable to benefit from the education offered by Cundall Manor School. Should a family's financial position improve, it may be necessary to reduce or cease a bursary. Bursaries are awarded per child and being in receipt of a bursary for one child does not create an automatic right for applications for subsequent children.

Value of bursaries

Families who are awarded a bursary will receive a reduction in Academic Day Fees with a minimum of 5%.

Families should be aware that there are other costs associated with attending Cundall Manor School, such as uniform and extra curricula activities. A bursary does NOT provide any contribution to these additional costs.

Application process

Bursaries are awarded on the basis of a detailed statement of annual income. Parents who wish to apply for a Bursary should request a Bursary form from the Head of Admissions, Mrs Sally Kayll, (admissions@cundallmanor.org.uk). Our Bursar, Mr Chris Holder is pleased to discuss or clarify, in confidence, any matter relating to the scheme. On completion, the form should be returned to the Bursar.

Bursaries may be applied for at any time during the academic year.

Decision process

The decision to award a bursary is made by the Governors' Awards Committee and their decision is final.

In awarding a bursary, the Governors' Awards Committee will give consideration to:

- Availability of funds.
- Availability of space in the year in which the pupil will join the school.
- Financial position of the family making the application.
- Priority will be given to pupils already in receipt of a scholarship who require additional financial support.
- Priority will be given to families who already have children at the school.
- The contribution the pupil and family have made, or are expected to make to the school.

Availability of bursaries

Whilst Cundall Manor School is keen to be inclusive, it has limited resources to devote to bursaries. Once this limit is reached, the Governors' Award Committee will be unable to award any further bursaries, until capacity is released through the termination of existing bursaries, or the school is in receipt of additional funds.

Duration of bursaries

Bursaries will remain valid for the period for which the family would otherwise be unable to pay the fees in full. This will require the family to complete and submit up to date Bursary application forms annually, as instructed by the Bursar. Families are under an obligation to inform the Bursar if their financial position improves. The application forms will be considered by the Governors' Awards Committee and if they see fit to change the current arrangements, a minimum notice of a term will be given. Again, the decision of the Governors' Awards Committee will be final.

Confidentiality

With the exception of the Headmaster, the Governors' Awards Committee and the Bursar's office, your completed application and any subsequent award will be confidential.

SIBLING AWARDS

Eligibility

Sibling Awards may be available for families with two or more children at the school at the same time – no matter which year they are in (Reception to Thornton NC Year 11).

Value of the award

The sibling award represents a 5% reduction on fees for a second child, a 20% reduction for a third child and a 35% reduction for any subsequent siblings. When any one of the siblings qualifying the family for a sibling award leaves the school, the sibling award will be rebased, depending on the number of children you have remaining at the school.

Interaction with scholarships and bursaries

Parents of pupils receiving a bursary will **NOT** be eligible for a sibling discount. Parents of pupils receiving a scholarship are eligible for a sibling discount.

Interaction with Forces awards

Families who receive a Forces award are **NOT** eligible for a sibling discount.

Application process

To receive a sibling award please call the school office and ask to speak to the school Bursar, Mr Chris Holder, or email chrisholder@cundallmanor.org.uk

FORCES AWARDS

Eligibility

Forces awards are available for any family who qualify for Forces Allowance. Forces awards will remain valid for the period in which the family is in receipt of their Forces Allowance which must be periodically verified by appropriate documentation.

Value of the award

Forces families will receive a 12% reduction on the published school fees for children in Reception and above.

Interaction with scholarships and bursaries

Any family qualifying for a Forces award may apply for a scholarship or bursary as well, according to the criteria laid out in this policy.

Application process

To receive a Forces award please call the school office and ask to speak to the school Bursar, Mr Chris Holder, or email chrisholder@cundallmanor.org.uk

OTHER ASSISTANCE WITH FEES

There are a number of educational trusts that provide financial assistance to families with fees. Parents might like to investigate these.

Reviewed by Sally Kayll & Chris Holder October 2018
Next review by October 2019