



SCHOLARSHIP, BURSARIES AND AWARDS POLICY

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 siblings
- To provide families who are part of Forces with a consistent and continuing education for their children

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

SCHOLARSHIPS

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

Eligibility

- Scholarships are available for current pupils or those who have been offered a place at Cundall Manor School
- **Academic** scholarships are available for pupils to apply for in Form 4 to Leckby (Year 6-9).
- **All Rounder, Music & Sports** scholarships are available for pupils to apply for in Form 2 to Leckby (Year 4-9)
- **Drama & Art** scholarships are available for pupils to apply for in Form 5 to Leckby (Year 7-9)
- Pupils are eligible to enter **one** academic or non-academic scholarship per academic year

Assessment for scholarships

- **Academic** scholarships are 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 are 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 are assessed by the performance of one prepared piece and one un-seen piece to the Head of Music
- **Drama** scholarships are assessed by the performance of one short prepared monologue and one un-seen monologue to the Head of Drama
- **Sports** scholarships are assessed through an observed training and match play session (given sufficient numbers) overseen by the Director of Sport or Head of Girl's Games.
- **All Rounder** scholars must select two areas of the co-curricular (Art, Music, Drama or 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

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:
- 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
- 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 31st October of each academic year**

- 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 Heads discretion based on need and urgency.
- **Families will be informed of any decision and individual details to award their child a scholarship by 31st January of each academic year**
- The decision to award a scholarship is made by the Governors' Awards Committee and their decision is final
- Any scholarships awarded will then be applied to the following academic year
- Parents are required to sign a letter accepting the scholarship award agreeing to the terms & conditions

Continued eligibility for scholarships

Scholarship awards are only valid subject to academic day fees being paid in a timely manner. In this regard, timely manner is defined as strictly adhering to the direct debit payment schedule or paying termly day fees on, or before the first day of every academic term. Cundall Manor School reserves the right to withdraw a scholarship without notice should there be any late payment of any School fees.

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.

Scholarship awards are subject to terms and conditions for both the parents and for the pupil. Any breach of these conditions may result in the scholarship award being withdrawn without notice.

Any pupil in receipt of a scholarship award is required to work hard, contribute positively to the life of Cundall Manor School, be a credit to the School and set a good example to other pupils.

The parents are expected to support and encourage the pupil to achieve the above and to uphold the good name of Cundall Manor School.

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.

At the end of Prep School, all scholarship awards will be subject to a mandatory reassessment before entrance into our Senior School.

Where the pupil engages in serious misconduct, is expelled or withdrawn from the school without a term's written notice then Cundall Manor School will ask parents to repay up to three terms' of benefits received under a scholarship award.

BURSARIES

Bursaries are intended 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.

The School has no endowment funds available for bursaries and any awards are made out of fee income. We therefore have limited resources and competition for these awards is very strong. 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.

We will always do our very best to help families with children currently at Cundall Manor School who face serious unexpected difficulties, however we may be unable to provide assistance to all families who meet the broad eligibility criteria set out below. The Governors do expect parents to make reasonable arrangements to effect insurance cover, particularly through critical stages of their child's education.

Eligibility

- Bursaries are available for current pupils or those who have been offered a place at Cundall Manor School
- 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

- All bursaries are means tested and require completion of a detailed statement of annual income, assets and investments. Where parents are divorced or separated, we require that both parents' income and assets are taken into account. The level of a bursary award will depend upon the degree of assistance required
- Families should be aware that there are other costs associated with attending Cundall Manor School, such as uniform and extra curricular activities. A bursary does NOT provide any contribution to these additional costs
- Should a family's financial position improve, it may well be necessary to reduce or cease a bursary

Application procedure

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

- Parents who wish to apply for a bursary should request a Bursary Application Form from the Head of Admissions: admissions@cundallmanor.org.uk
- Application Forms for bursaries will be available from the start of each academic year. Our Head of Admissions would be pleased to discuss or clarify, in confidence, any matter relating to the scheme

- **Completed applications must be delivered to the Business Manager by the 31st March of each academic year.** Outside this time frame, any applications are at the Headmistress's discretion
- The expectation is that a home visit may be undertaken as part of the assessment for a bursary award to ensure the information has been correctly interpreted and the basis of the financial assessment is fair. All offers are dependent upon the verification of the information given
- Applications are meticulously processed and additional information may be sought at this point
- Families will be informed when their application has been satisfactorily completed and given an indication of when the Governors Awards Committee will be meeting to review their application
- **Once reviewed, families will be informed of School's decision by the 31st May of each academic year.** Any bursaries awarded will then be applied to the following academic year
- Parents are required to sign a letter accepting the bursary award agreeing to the terms & conditions
- Families of current pupils in crisis will have their application dealt with at the Headmistress's discretion

Decision process

The decision to award a bursary is made by the Governors' Awards Committee and their decision is final. It recognises that judgements about what sacrifices a family should make to pay School fees will be personal and each case will be reviewed on its own merits.

In awarding a bursary, the Governors' Awards Committee may give consideration to the following: **(no order of priority is to be inferred from this list)**

- Overall financial position and lifestyle of the family making the application
- Earning potential of the family and whether both parents are in full time employment unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents
- Ability to release capital to pay School fees. Significant capital savings and investments would be expected to be used for the payment of School fees
- Fees being paid to other schools or universities
- Mortgages on excessively expensive properties, substantial equity in property and ownership of a second property or land
- Business assets
- Contributions the pupil and family have made, or are expected to make to the School.
- Size of the family and any dependent relatives
- Availability of space in the year in the pupil's cohort
- Priority will be given where a parent is terminally ill or is unable to secure permanent employment due to poor health
- 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

- Where a separation will result in the child having to be withdrawn from the School

Duration of bursaries & Annual Review

- An award is only made to the end of the child's education in the part of the School in which it is offered (Pre Prep, Prep or Senior School) and will not automatically carry over into the next part of the School
- The School requires the family to complete and submit an up to date bursary application form on an annual basis. Failure to complete and return the Annual Review form by the due date may lead to the bursary award being withdrawn
- Families are under an obligation to inform the School if their financial position improves
- The annual review allows all application forms to be re-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
- The School may ask parents to pay a greater contribution towards fees if their income rises, but there is no obligation on Cundall Manor School to increase the bursary award should parents' income fall
- The decision of the Governors' Awards Committee will be final

Terms and Conditions of a Bursary

Bursary awards are subject to terms and conditions for both the parents and for the pupil. Any breach of these conditions may result in the bursary award being withdrawn without notice:

- Any pupil in receipt of a bursary award is required to work hard, contribute positively to the life of Cundall Manor School, be a credit to the school and set a good example to other pupils
- The parents are expected to support and encourage the pupil to achieve the above and to uphold the good name of Cundall Manor School
- Bursary awards are only valid subject to academic day fees being paid in a timely manner. In this regard, timely manner is defined as strictly adhering to the direct debit payment schedule or paying termly day fees on, or before the first day of every academic term. Cundall Manor School reserves the right to withdraw a bursary without notice should there be any late payment of any contribution towards School fees
- Where the pupil engages in serious misconduct, is expelled or withdrawn from the school without a term's written notice then Cundall Manor School will ask parents to repay up to three terms' of benefits received under a bursary award
- Failure to complete and return the Annual Review Form by the deadline
- Misrepresentation on the application form or annual return

Confidentiality

With the exception of the Head, the Governors' Awards Committee and the Business Office, your completed application and any subsequent award will be confidential. We also expect you to keep the details of any award strictly 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.

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, Bursaries & Sibling Discounts

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

Application process

To receive a Forces award please email admissions@cundallmanor.org.uk

OTHER ASSISTANCE WITH FEES

In addition to the School funding bursaries, there are a few educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, such assistance is restricted to children who are already attending a fee paying school and due to a change of circumstances may be unable to remain.

Grants are often restricted to allowing a child only to complete a current key stage of education such as GCSE's.

Parents/guardians might wish 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 the Educational Grants Advice Service of ISC, administered by the Joint Educational Trust, who should be contacted before approaching individual charities. It is often possible for the adviser to direct enquirers to charities that are not members of the Educational Trusts Forum.

The Educational Trusts Forum Website: www.educational-grants.org

The Royal National Children's Foundation Website: www.rncf.org

Reviewed by: Sally Kayll & Paul Swalwell, September 2020

Next review: September 2021