



Cundall Manor School

Scholarships and Bursaries Policy 2023

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Introduction

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

- **Bursaries** to assist children in attending the school where it would otherwise not be possible due to financial restrictions
- **Scholarships** to encourage excellence across the curriculum
- **Sibling discounts** to assist families with more than one child, in making the school's provision available to siblings
- **Forces Awards** to provide families who are part of the Armed 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 annual fees, are eligible to apply for a bursary.

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 in Years 6-11, and will be applied to the academic year they are successful.
- 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 in Maths and English and external candidates will also take a CAT4 test. 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. A copy of the candidate's Art portfolio will also be reviewed
- **Music** scholarships are assessed by the performance of one prepared piece and one unseen piece to the Head of Music. Instrumentalists will also be asked for scales and arpeggios at an appropriate level for the candidate. Candidates will be expected to be performing outside of school and this will be discussed at the interview.
- **Drama** scholarships are assessed by the performance of one short, prepared monologue and a workshop overseen by the Head of Drama. Candidates will be expected to be performing outside of school and this will be discussed at the interview.
- **Sports** scholarships are assessed through an observed training and match play session overseen by our Games Teachers. Candidates will be expected to be playing their sport and/or representing their sport at club, district or county level, dependent upon their age.
- **All-Rounder** scholars must select an area 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 may have a small financial remuneration at the discretion of the Headmaster; the main purpose is to offer a pupil the opportunity to be an ambassador and role model for the School community. The School in turn will endeavour to provide inspiring mentoring and a bespoke scholars programme.

Application procedure

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

To apply, candidates need to write a letter or email of application to our Academic Deputy Head, Mrs Dawn Thyne (dawnthyne@cundallmanor.org.uk) by the **31st October** of each academic year.

Examinations/assessments for scholarships will take place in **November** following the closing date for applications. Outside of this period, any academic examinations and assessments are at the discretion of the Headmaster.

Families will be informed of any decision and individual details to award their child a scholarship in the **December** of each academic year. The decision to award a scholarship is made by Dawn Thyne, with input from the relevant Head of Department and the Headmaster and her decision is final.

Any scholarships awarded will then be applied to the remainder of the academic year. Parents are required to sign a letter accepting the scholarship award agreeing to the terms & conditions.

Continued Eligibility

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.

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 from fee income. Once this limit is reached, the School will be unable to award any further bursaries, until capacity is released through the termination of existing bursaries.

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 School expects 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 considered. 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 Process

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 Business Manager, Laura Taylor by emailing laurataylor@cundallmanor.org.uk

Application Forms for bursaries will be available from the start of each academic year. Our Business Manager 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 Headmaster's discretion

Completed applications must be accompanied by a full set of financial evidence which includes but is not limited to:

- 3 months bank statements for all accounts held
- Latest P60
- 3 months' Payslips
- Mortgage Statements
- Asset/Savings valuations
- Business Accounts

- Tax Returns

There may be the need for a meeting in School between the applicants and the Business Manager 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 Bursary Committee will be reviewing 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 Headmaster's discretion

Decision process

The decision to award a bursary is made by the Bursary Committee made up of members of the Governing Body 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 Bursary Committee may give consideration to the following:

- 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 unable to secure permanent employment due to poor health
- 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

- 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 Bursary 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 Bursary Panel 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 Headmaster 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 Year 11). Children in our Nursery are **not** eligible for a sibling discount.

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 bursaries

Parents of pupils receiving a bursary will **not** be 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 Bursaries & Sibling Discounts

- Any family qualifying for a Forces award may apply for a 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.

If you have any queries about the application of a Forces Award, please email the Business Manager at laurataylor@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.