

**S10. Scholarships and Bursaries Policy**

*Our mission is to develop happy, confident and successful children  
who are well prepared for their future*

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## **SCHOLARSHIPS AND BURSARY POLICY**

*Our mission is to develop happy, confident and successful children  
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### **GENERAL**

Westbrook Hay Prep School ("the School") offers a range of scholarships and bursaries to children who we believe would benefit from the curriculum and wider opportunities that the School offers, and who will contribute to the School's success.

The School is committed to offering financial support with the payment of fees to families who are otherwise unable to afford them. Such support is known as a bursary and these are awarded on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

### **SCHOLARSHIPS**

Scholarships are designed to reward excellence and to celebrate exceptional talent. They are awarded in recognition of outstanding achievement or promise in a particular area and involve financial support up to a maximum of 25% of the annual fee. Other benefits may be included with a scholarship offer, such as subsidised music lessons. In considering a child's suitability for a scholarship attention will be given to an assessment of the child's overall academic, sporting, musical or artistic achievement or potential. Scholarship funds are limited and those judged most suitable will be given priority as those most likely to gain most from the educational provision.

Scholars are expected to remain at the School until the end of Year 8 during which time the staff work with the scholars to help them achieve excellence in their entry to their next school.

Scholarships offered to pupils below Year 7, are available to external candidates only, in the following categories: Academic, Sport, Art, Music and Drama. A Headteacher's All-Rounder Award is also available, should a child demonstrate particular talent or potential in a range of areas.

Scholarships are generally offered into Year 7, but may be offered to pupils entering the Prep School at a younger age and parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship.

The total number of scholarships available is limited, at the Headteacher's discretion, and the process of gaining a scholarship is competitive.

Scholarships into Year 7 are open to internal and external candidates and the School reserves the right to vary the number and terms of scholarship awards according to the number and strength of applications.

Exhibition awards may be offered with a lower financial remission.

## **EXPECTATIONS**

### **For Sport Scholars, children will be expected to:**

- give whole-hearted commitment to the sports programme and full availability for Westbrook Hay fixtures. An occasion these may clash with external clubs, but the expectation is the pupil will represent the school
- to demonstrate an excellent attitude, ambition and work ethic towards sport
- have high standards in regard to on field conduct, fair play, kit, organisation and communication
- the ability to display leadership qualities within the sports environment.

### **For Music Scholars, children will be expected to:**

- attend music-based clubs and to be committed to the chamber choir and orchestra
- display leadership qualities in the music clubs and events
- show enthusiasm and commitment to any out of school performances or competitions the music department might take part in. The expectation is that music scholars will be available to represent the school.

### **For Academic Scholars, children will be expected to:**

- display tenacity when problem solving and thirst for knowledge when freely undertaking academic work in and outside of the classroom
- show commitment to their studies through their attitude in and out of the classroom
- take part in the able and talented programme and be an example to others both within that programme and the wider community.

For further information about scholarships please contact the Registrar via email [registrar@westbrookhay.co.uk](mailto:registrar@westbrookhay.co.uk)

## **BURSARIES**

Bursaries provide financial assistance to enable suitable pupils whose parents could not otherwise afford the fees to benefit, or continue to benefit, from an academic education at Westbrook Hay.

They may be awarded to pupils who reach the School's required standards but who require financial assistance to take up the place; alternatively they may be awarded to enable an existing pupil at a crucial stage in their education to remain in the School during a period of financial difficulty.

These awards are subject to means testing at the time the offer is made and annually thereafter. They may be varied upwards or downwards. Factors taken into account include savings, investments, properties and other realisable assets, as well as income, outgoing and size of family.

The number of awards made each year will vary according to the quality and circumstance of candidates and the availability of funds. All of our bursaries are financed directly from school income within a budget authorised by the Governors.

The potential monetary value of such requests in any one year often exceeds the level of funds available and the Governors have established a list of priorities to be followed in the awarding of bursaries.

**The current priorities for bursaries are as follows:**

**SCHOLARSHIP SUPPORT BURSARY**

Parents of children who have been awarded a scholarship may apply to have the scholarship augmented by a scholarship support bursary, subject to means testing, should they not otherwise be able to afford to take up the place.

Application for the scholarship support bursary should be made at the same time as the scholarship application by the completion of the Bursary Application Form which is available from the Registrar.

**HARDSHIP BURSARY**

Parents of children who are already at the School may apply for a hardship bursary if there is a significant change in their circumstances (for example a reduction in earnings or a redundancy) which could not have been foreseen at the time of entry to the School. These are short term means tested bursaries for assistance with school fees until such time that full fees can be paid or the pupil can move into the maintained sector with minimal disruption to their education.

## **ENTRANCE BURSARIES**

After the above priorities there is unfortunately very limited opportunity for assistance for prospective pupils who have not been awarded Scholarship, other than in exceptional circumstances. It is not usual for bursaries to be awarded to pupils below Year 5.

## **APPLICATION PROCEDURE**

Parents seeking a bursary are required to complete the Bursary Application form which is available from the Registrar or Bursar. The form and any supporting documentary evidence requested must be submitted directly to Bursary Administration Ltd (BAL), a third party who process all of our bursary applications. Applications should not be sent directly to the school.

BAL will process all applications in order to establish the likely level of support required to allow the child to join/continue at the school. This may involve a visit to the parents'/guardians' home, or a virtual meeting to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. They will prepare a report which is assessed by the Bursar and Headmaster. The Bursar communicates the agreed offer to the parents'/guardians. The parents'/guardians sign an acknowledgment agreeing to any conditions relating to the bursary.

Each application is considered on its own merits. It is recognised that judgments about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that any financial support they offer is well focused and targeted towards those most in need. Therefore, in determining the appropriate level of assistance to be offered, factors in addition to current earnings may be considered, including:

- **Suitability:** in considering suitability of a child for a scholarship or bursary account will be taken of the pupils' progress and of their contribution to the School. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the School.
- **Financial circumstances:** where a child is judged suitable to receive an award, the amount of any assistance in addition to a scholarship is assessed

on a means-tested basis on the extent of need. Factors which the School may take into account include but may not be limited to:

- the ability to improve the financial position or earning power of the family;
- opportunities to release any capital (including investments and significant equity in houses);
- the cost of any siblings at the School;
- in cases divorce or separation, the contribution made by both parents (unless otherwise directed by a Court Order);
- any contribution to fees or other household costs by other family members or other outside sources.

All awards are subject to the School's ability to fund them within the context of its overall budget and cannot therefore be guaranteed. The school seeks to support as many children as possible through its limited scholarship and bursary funds.

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;
- new or luxury cars;
- investment in significant home improvements;
- a second property/land holdings.

Bursaries are awarded to enable families to afford tuition fees for their child. It would therefore normally be inappropriate for families in receipt of such assistance to be signed up for non-curriculum activities or trips that incur additional costs. These would include the ski activity and the ski and Year 7/8 overseas residential trip. In exceptional circumstances attendance may be permitted but this must be agreed in writing with the Headmaster prior to expressing interest. An application to attend a trip without prior agreement may trigger a review of the bursary offer.

### **ANNUAL REVIEW**

Bursary awards are subject to an annual review of parental means. The School reserves the right to vary these awards upwards or downwards depending on this annual review. The Bursar will annually issue current bursary holders with means-testing forms at the beginning of February each year for return by the end of the month. For those in receipt of scholarships or bursaries, the Head and Bursar have the discretion to reduce or withdraw an award not only where the pupil's progress, attitude or behaviour has been unsatisfactory but also where the

parents/guardians have failed to support the School, for example by late payment of any contribution they are making to the fees.

Scholarship awards are subject to an annual review of pupil behaviour and commitment. The School reserves the right to vary these awards upwards or downwards depending on this annual review.

### **CONFIDENTIALITY**

The School respects the confidentiality of bursary and scholarship awards made to families and recipients are expected to keep the nature and value of their award confidential from other parents.