The Prebendal School

AD7_Bursary Policy and Scholarships Policy

Aim

The Governors of The Prebendal School are committed to broadening access to the school by offering means-tested financial support (to eligible families) towards the payment of school fees. Applications for support normally fall into two categories:

- children who are new applicants to the school where a place has been offered but the parents/guardians are unable to fund the tuition fees
- existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

Such support is known as a Bursary and may be awarded in the form of a discount on tuition fees, depending on the financial, compassionate or other pertinent circumstances of applicants. The aim of the school in providing awards is to provide the opportunity to all eligible children who might benefit from a Prebendal education, and awards are clearly linked to the school's charitable aims and the powers of the Governors.

Policy on Awards

1. All bursaries are means-tested and in some cases, can be worth up to a maximum award from the school of 50% which may also be comprised of a sibling discount and other awards of which only one may be a scholarship.
2. A candidate may enter for more than one type of scholarship award, but no candidate may benefit financially from more than one scholarship award, but may hold any number of other award(s) in an honorary capacity. However, the value of any award may be augmented according to parental circumstances by a means tested or other bursary up to an absolute maximum award to one pupil of 50% of the fees.
3. All bursary awards are made at the discretion of the Governors through the Bursary Committee and scholarship awards are made at the discretion of the Head Master. Scholars' performance will be reviewed annually. If a Scholar is not showing appropriate effort, enthusiasm and performance the school will consider withdrawing the scholarship.
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4. For scholarships that are open to both internal and external candidates scholarships will be awarded based on performance on the day.
5. The school’s decision is final and the School will not enter into any discussion as to the awarding or not of a bursary or scholarship.

Any bursary or the details of any scholarship award amount must be kept confidential between the School and the Applicants.

Awareness

Information about available Bursaries and Scholarships to The Prebendal School is included in:

- The School prospectus.
- The School website.
- The local press by means of advertisements.

BURSARIES

Means-tested Bursary Award

Bursarial awards are made in the spirit of the Charity Commission’s guidance on public benefit and are intended to include families who would not for financial reasons otherwise be able send their children to The Prebendal School. Bursarial awards are made with the purpose of widening access to the school and are clearly linked to the school’s charitable aims and the powers of the Governors. However, there are limited funds for Bursarial awards and not all applications will be successful but will be prioritised according to need and reviewed annually. Any subsequent scholarship award or fee discount (eg sibling discount) not taken into account in the annual review will reduce a means-tested bursary award accordingly, as would a change in pupil status eg from full or weekly boarding to day.

All applications are carefully considered on their individual merits but it is highly unlikely that any significant bursary award would be made to a family with income or annual receipts of more than £45,000 per annum. Means Tested Bursaries are available to children entering the Prep School from Year 3 through to Year 8.

Further information on Means Tested Bursaries, the Case for Assistance and the Application, Award and Review processes is at Annex A.

Sibling Discount

Sibling Discounts are awarded to any child who has an older sibling in the school for the duration that this arrangement exists. A second child will be in receipt of a 5% Sibling Discount and 3rd will be in receipt of a 10% Sibling Discount and then the Sibling Discount rises in 5% increments for subsequent children.
Former Prebendalian Discount

From September 2013, a fee discount of 5% will be awarded to any child entering the School who is the child of a former Prebendalian, for the duration that they attend the school.

Armed Forces Discount

Fees remission awards for full-time Forces Families will be granted at the discretion of the Bursary Committee. The maximum award is 15% fee remission but if other awards are held in addition to the Armed Forces Discount, the total of those awards cannot exceed 15% and the Armed Forces Discount will be adjusted to reflect the value of other awards. E.g. if a 5% sibling bursary or other is also held then the maximum Armed Forces Discount will be 10% or if a special bursary award or scholarship of more than 15% is offered then the Armed Forces Discount would be forfeited, would not be in addition and could not be used to top up other awards. The value of the Armed Forces Discount may be adjusted during the attendance period at Prebendal if other awards are made. Production of a valid Armed Forces identity card is required for award of this fee discount.

SCHOLARSHIPS

Entering for a Scholarship

To enter for a Scholarship parents should read the appropriate information that will indicate the criteria and level of performance / attitude the school is looking for and a brief outline of how performance and aptitude will be assessed.

The appropriate form, which is available from the school on request, should then be completed and submitted to the school office by the closing date which will be advised in adverts or letters to parents as appropriate.

Music Scholarship

Each year, Music Scholarships are available at the Head Master’s discretion targeting entry into the Prep Department. These are typically 5-10% of the school fees (up to a maximum of 50%) and may be supplemented by the offer of free music tuition (on their first instrument) with a school approved music teacher. Music Exhibition awards for free tuition on one instrument are also available to pupils. Any paid music tuition on an instrument is for 30 lessons per annum lasting no longer than 30 minutes each. If more lessons or longer lessons are required, then the difference will be paid by the parent/guardian.

Successful candidates will demonstrate an enthusiastic and lively approach to their music making, as well as exhibiting clear potential for future development.

It is a condition of all music awards that Prebendal scholars play a full part in the musical life of the school. Instrumental lessons should be taken in school, using one of
the department’s approved instrumental teachers. Scholars will normally be required to sing in either the School Choir or Chamber Choir. It is expected that these requirements will be met throughout the lifetime of any such award.

The Audition process is described at Annex B to this Policy.

**Academic Scholarship**

Each year, academic scholarships with a fee discount of typically 5-10% of the school fees (up to a maximum of 50%) are available at the Head Master’s discretion at entry into the Prep Department. Academic scholarships are means tested and candidates will sit a reasoning test. They will be given a familiarisation session beforehand. They will also have a short interview with the Head Master.

Further information on Academic Scholarships can be obtained from the Director of Studies.

**Scholarship Awards for Entry into Year 7**

For both internal and external candidates entering Year 7 each year up to 2 sports, 2 art, 2 music and 2 academic awards worth up to 15% of the day fees are available at the Head Master’s discretion.

These applications should be made to the Director of Studies who will direct the applications to the Head of ADT, Director of Sport or Director of Music as applicable. Assessments for these awards take place during the Lent Term of Year 6.

- **Year 7 Academic Scholarships** - Pupils for entry into Year 7 will sit papers in English and Mathematics designed specifically for 11+ age group. They will also have an interview with the Head Master.

- **Year 7 Music Scholarships** - Pupils for entry into Year 7 will attend an audition with the Director of Music. The audition and criteria will basically follow the format and information at Annex B.

- **Year 7 Art Scholarships** - Art Scholarship candidates for entry into Year 7 will attend a practical art session in a relaxed atmosphere and be assessed on their all-round ability, enthusiasm and motivation. They should bring with them a small folder of artwork they have enjoyed creating, including any sketchbooks and unaided work made spontaneously for pleasure at home, together with any available school artwork. We will be pleased to see any art and craft work that displays the candidate’s independent approach, enjoyment and progression and do not expect to see highly prepared and presented examples.

- **Year 7 Sports Scholarships** - Two sports scholarships are available for pupils entering Year 7, to boys and girls of good sporting ability and achievement.
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- Successful candidates would be expected to have demonstrated a good level of general sporting aptitude, and should excel in at least one of Prebendal’s main sports, ie. Football, Hockey, Cricket, Cross-country, Athletics or Netball.
- Other sports which we participate in, for example Tennis or Swimming will also be considered on a discretionary basis, and may also be used to strengthen an overall application.
- Candidates will be required to submit a full sporting C.V. including teams and squads they have played in, specifying where they have reached District, County, Regional or National level.
- They will be expected to play a significant role in the sporting life of the school, demonstrating good sportsmanship as well as good ability, acting as a role model in their position in teams and individually.

Choral Scholarship

Choral Scholarships of at least half fees are granted to probationers and choristers by the Dean and Chapter of Chichester Cathedral who will also pay for piano tuition. A probationer / chorister may not hold any other school bursary, fee discount or scholarship award. Please contact the Cathedral Organist for information about Choral Scholarships.

Other Sources of Bursary Assistance / Scholarship Funds

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 of circumstances may be unable to remain. The Prebendal 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:

The Educational Trusts Forum and also The Joint Educational Trust
6 Lovat Lane
London EC3R 8DT
Email: admin@jetcharity.org
Website: www.jetcharity.org

For commissioned RN/RM officers the Royal Naval Scholarship Fund may be able to offer assistance. Information can be obtained from 020 7402 5231 or emailing moc@amo.org.uk
MEANS-TESTED BURSARIES

How to apply for a means-tested Bursary

Bursaries may be applied for in the Lent Term for the following academic year. Only in an exceptional change of financial circumstances, or if the child is entering the school, will Bursary applications be considered during an academic year. However, applications for financial support made outside the assessment period may be less likely to succeed as the majority of bursary funding may already have been allocated. They are awarded at the discretion of the Governors and the Head Master and the Bursar who are responsible for the management and coordination of the process.

Step One. Parents/guardians seeking a bursary are required to complete a confidential 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. Full explanatory notes are provided but in summary, the financial assessment takes account of an applicant’s net income level (taking into account capital assets and liabilities). The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar. Incomplete forms will be returned and not considered until completed in full.

Step Two. The Bursar assesses all applications in order to establish the likely level of financial support which would be required in order to allow the child to attend the School.

Step Three. Bursaries are reviewed and awarded at the discretion of the Governors on the recommendation of the Bursary Committee. The Head Master and Bursar are responsible for the management and coordination of the process and initial recommendation on the Case for Assistance (see below) and level of financial support based on fair and objective criteria (as detailed in this Policy) and taking into account the overall available budget for bursary awards, with resulting awards linked on a scale to a family’s level of net income and overall financial circumstances.

Step Four. The parents/guardians are advised of whether there is a Bursary award offer and are required to sign an acknowledgement agreeing to the conditions relating to any bursary awarded, including the need for confidentiality and the annual review of the award.

The Case for Bursarial Assistance

The Head and Bursar 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.
• **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 pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission 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. In normal circumstances, each applicant should meet the School’s normal academic requirements. Previous school reports may be consulted for evidence of good behaviour.

• **Financial Limitations.** The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. 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 its 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 dependents, 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 values 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.

- 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.

• **Other Factors.** It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These may include:
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- Where a child has siblings at the School.
- 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

Existing Pupils – Significant Change in Family Circumstances

Within overall budget funding, the School will consider 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. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Head Master/Bursar, using the forms which will be provided. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to repeat testing of parental means each year during the Lent Term for the next academic year and may be varied upwards or downwards depending on parental circumstances. Account will also be taken of other Scholarships, Discounts or Awards made to a pupil whilst at the school.

Current bursary holders will be issued with repeat means-testing forms early in the Lent Term for return by that half term. For those previously in receipt of bursaries, the Head and Bursar, in making their joint recommendation, have the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a pupil’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 fee contribution.

No bursary award will commence in the next academic year unless all due school fees have been paid up to date by the end of the Summer Term.

Confidentiality

The School respects the confidentiality of awards made to families and recipients are expected to do likewise. Awards will be withdrawn if families do not adhere to the confidentiality statement that they sign, or any of the other terms and conditions, of the award.
Music Scholarships Audition Process

The audition process, which will generally take place during the Lent Term for the next academic year, is designed to be a relaxed and enjoyable experience for all candidates. Whilst there are common requirements, additional tests will be appropriate to the candidates’ current playing standard.

The following areas will be assessed:

- **Pieces** – one on each of the instruments offered. Please ensure that piano parts are brought for all accompanied pieces.
- **Aural perception** – tests will be based on singing, pulse and identifying changes in pitch or rhythm.
- **Sight-reading** – on the principal instrument only, in an appropriate key.
- **Singing** – all candidates should, if possible, prepare a short song or verse of a hymn.
- **Additionally**, candidates will be asked a few questions about their piece(s) to allow them to show knowledge of musical notation and theory.

Candidates will be required to attend a preliminary audition with the Director of Music. The school has a national reputation for both the breadth and quality of its music and educates the cathedral choristers. The music department includes a full-time Director of Music, one assistant teacher and a music co-ordinator for our Pre-Preparatory Department.

Your completed application form should be returned to the Director of Music by the closing date. If you have any further questions you should contact the Director of Music via the School Office or Direct Dial: 01243 772222