



1 Introduction

- 1.1 This policy has been authorised by the trustees (the "**Governors**") of Redmaids' High School (the "**School**") in furtherance of the School's Public Benefit Strategy as shown in our annual report and accounts.
- 1.2 This policy contains an overview of the Bursary and Scholarship Scheme currently in operation at the School and details the procedure for applications and awards of bursaries and scholarships.
- 1.3 The status of this policy is advisory only. It is addressed to parents of pupils and of prospective pupils and to all members of staff. The policy is made available to all parents and prospective parents via our website.
- 1.4 The funds available for bursaries and scholarships are recommended by the Finance Committee to the Full Governing Body on an annual basis as part of the budgeting process.
- 1.5 This policy will be reviewed on an annual basis.

2 The Bursary Scheme

- 2.1 The Bursary Scheme forms part of the School's Public Benefit Strategy. It is designed to provide wider opportunities for able pupils who would not otherwise be able to access them and to assist parents or prospective parents who for financial reasons might otherwise be unable to send or continue to send their child to the Senior School.
- 2.2 The Bursary Scheme includes both:
 - 2.2.1 Admissions Bursaries for the parents of new pupils at the Senior School; and
 - 2.2.2 Hardship/Emergency/Rescue Bursaries for parents whose financial position worsens unexpectedly once their child is already at the School.
- 2.3 The value of bursaries awarded may be up to 100% of full fees. In exceptional circumstances, additional assistance may be provided to help parents meet the non-fee costs of their child's education at the Senior School.
- 2.4 Due to the limited financial resources of the School not every eligible application for a bursary will necessarily be successful.

3 Eligibility and procedure for applications

- 3.1 Bursaries are entirely means tested and are awarded on an annual basis to parents who satisfy financial criteria set by the School in relation to their income and the value of their capital assets and who meet the application requirements set out below in full.
- 3.2 Applicants should contact the Chief Financial Officer at the School in the first instance for more information in relation to the financial criteria set by the School.
- 3.3 All applicants for bursaries are required to complete a means questionnaire and provide the Chief Financial Officer with any supplemental information that is requested. It is critical that parents answer all of the questions carefully and in full.
- 3.4 The questionnaire is designed to provide a full picture of the financial circumstances of applicants so that the School can determine equitably those to whom an offer of a bursary would be most beneficial.
- 3.5 Depending on the specific terms, bursaries are subject to an annual means-test review. Nevertheless, should any of the information disclosed in response to the questionnaire become inaccurate at a later date, the School must be informed without delay. For example, should the financial position of parents with a pupil already at the School improve or worsen unexpectedly, they should contact the School as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the School could lead to a bursary being withdrawn or withheld.
- 3.6 Applying for a bursary will not prevent parents of pupils or of prospective pupils from applying for a scholarship, or other award in respect of their children.
- 3.7 All applications for an Admission Bursary must be made at the same time as an application for entry to the Senior School.
- 3.8 The awarding of a bursary is made on the basis of the points above, and the ranking of the prospective student in the Entrance Exams. Invariably there are more applications than monies available and so awards will be made, to those meeting the criteria, in order of their exam ranking.

4 Procedure for determining awards

- 4.1 **Admission Bursary** applications are considered as soon as is practical following receipt. Successful applicants will be sent a letter of offer approximately two weeks after the entrance assessment, specifying the conditions of award and requiring them to complete and sign an acceptance form.

4.2 Applications for **Hardship/Rescue/Emergency Bursaries** will be considered by the Finance Committee as soon as possible after the Chief Financial Officer has been notified by parents of a change in their financial position.

4.3 Further details of the steps to the award of a bursary are set out in section 6.

4.4 Admission bursaries are awarded on an annual basis and remain subject throughout that period to the conditions of award provided with the letter of offer. Hardship/Rescue/Emergency Bursaries may be awarded on a shorter basis depending on the circumstances surrounding the provision of the award.

4.5 All bursaries are discretionary and are subject to review by the School at any time.

5 Financial assistance with non-fee costs in cases of hardship

5.1 Parents awarded an Admission Bursary may at the same time also be offered additional assistance with non-fee costs associated with their child's education including uniform, school trips and school meals.

5.2 In addition, all parents may apply to the Chief Financial Officer for assistance with such costs.

5.3 All applications will be considered by the Finance Committee on a strictly means tested basis and any additional assistance will be paid at the discretion of the Finance Committee. Assistance may be awarded on a termly or annual basis, or to help with a one-off cost.

5.4 All awards of additional assistance shall be subject to review as appropriate.

6 Procedure for the award of Bursaries

6.1 Parents enquire about a place at the Senior School for their child

6.2 Parents are sent a prospectus and the registration form, and the availability of bursaries is mentioned.

6.3 Parents complete the registration form and return to the School.

6.4 Parents apply for a bursary in writing to the Chief Financial Officer (using the School's bursary application form).

6.5 Parents complete the means questionnaire and return to the School.

6.6 Child sits admission/entry tests.

6.7 Child passes tests/satisfies entry requirements.

- 6.8 The Head considers offer of a place.
- 6.9 The Bursary Committee, comprised of the Head, Senior Deputy Head, Chief Financial Officer and Assistant Bursar considers award of a bursary prior to offer letters being sent out.
- 6.10 Letter of offer including the award of a bursary and the conditions of award is sent to the parents.
- 6.11 Parents accept offer of a place and bursary by completing the acceptance form and returning with the acceptance deposit.

7 Confidentiality

All bursary applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from a bursary unless informed by their parents.

8 The Senior (Year 7-11) Scholarship Scheme

- 8.1 Once registered for the school, any student at year 7-11 year of entry will have the opportunity to become scholar.
- 8.2 These awards are made in the following areas:
- academic performance;
 - music and
 - sport.
- 8.3 For an academic award, selection will be based on exceptional entrance examination results.
- 8.4 Sport scholarships will be awarded to students who show significant potential in one of the school's main sports or show exceptional talent in other sports. They are likely to play at club and/or area level (including the school's A-teams for hockey, cricket or netball) and have the potential to play at regional/national level.
- 8.5 Music scholarships will be awarded to students who show exceptional musical talent. Awards are made to pupils who are likely to make or who have already made, and will continue to make, a significant contribution to the musical life of Redmaids' High.
- 8.6 Applicants for Music and Sports awards will need to complete a separate form at the point of registration, which is available on the School website. A shortlist of candidates will be assessed on set days which are published on the website. All students will need to display true passion and talent for their subject to be considered.

- 8.7 From September 2023, during their time at Redmaids' High, students in Year 9 and above, through Development Grants, will be given access to a range of external opportunities, masterclasses, additional training and competitions in order to stretch and challenge them in their field of preference.
- 8.8 Scholarships do not generally come with a fee remission. However, in exceptional circumstances, scholarships may be accompanied by a means tested bursary as outlined above.
- 8.9 Internal scholarships are available to those progressing into Year 7, Year 10 and Year 12.

9 The Sixth Form (Year 12 and 13) Scholarship Scheme

9.1 The sixth form scholars' include:

9.1.1 External and internal students joining Year 12 who have been awarded any of the Scholarships below

9.1.2 Existing Senior School scholars.

- 9.2 For internal and external candidates, scholarships can be awarded in any nominated subject. Students may nominate up to two subjects for consideration.
- 9.3 For external candidates the additional scholarships offered are awards with associated means tested bursaries of up to 100% of fees, awarded to excellent students from maintained schools.
- 9.4 Sixth Form scholarships for internal students are awarded on the basis of school data and an interview and presentation with the Head and a governor.
- 9.5 Sixth Form scholarships for external students are awarded on the basis of YELLIS data and an interview and presentation with the Head and the Senior Deputy Head.
- 9.6 Prior to their interview, students applying for Art, Dance, Drama, Music and Sport scholarships, will also meet with the appropriate Head of Department as part of the scholarship process.
- 9.7 The John James 'Tools of the Trade' award is worth £1,500 and is given to a Year 12 student whose studies incur specific and substantial additional expenses. For example, a musical instrument, travel costs or specialist technical equipment. Each March we invite students to apply in writing. For more information about this award, please contact the Head's PA.

10 Data protection

All information provided by parents in connection with an application for a bursary will be processed in accordance with UK Data Protection law, currently the Data Protection Act 2018

(incorporating UK GDPR) and other related legislation. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications and the information provided will not be used for any other purpose. For more information about how your personal data is held please refer to our Data Protection Policy which is available on our website.

Paul Dwyer/Mark Marshall/Andrew Hillman

Reviewed Autumn term 2023

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