

Founded 1642



New Hall School

Whole School Bursaries & Scholarships Policy

New Hall School The Avenue, Boreham, Chelmsford, Essex, CM3 3HS | 01245 467 588
Independent Catholic boarding and day school for girls and boys from
Nursery to Sixth Form

BURSARIES & SCHOLARSHIPS POLICY

1. Bursaries, Boarding Awards & Armed Forces Awards

All places at the School remain subject to the School's Admissions process (*See Admissions Policy for general admissions criteria*).

A bursary at New Hall is defined as a means-tested remission of School fees. The School makes available significant bursaries (of up to 100% of fees), to help students entering the School and current students whose parents would not otherwise be able to afford a New Hall education. The School is committed to make provision, where possible, for financial assistance with fees for deserving students who would otherwise be excluded purely on the basis of family finances.

Application for a bursary is made by completion of a Blue Form, by 8 January of the year of entry, which is available from the Registrar or Finance Department. The Blue Form includes a confidential statement of income, savings and assets and is submitted to the Head of Finance, together with supporting documentation as required. The first stage of the application involves an assessment of the financial data provided. If this demonstrates eligibility, in principle, for a bursary, then the parent/s may be invited in for an interview with the Head of Finance. In addition, the School may require a home visit as part of the review and financial background checks. This may result in the application going forward to the meeting of the Bursaries Committee in February of the year of entry. In exceptional circumstances, late applications for a bursary may be considered, particularly if these are for existing students, whose parent/s experience sudden financial hardship, which would otherwise necessitate the student leaving the school. (*The full details of the application process are set out in the Bursaries Guidelines at Appendix A.*)

There are limited funds available for bursaries and, in the case of there being more eligible applicants than funds available, the final decision on any award will require Governor approval. There is a Bursaries Committee, which includes three Governors and two members of the Senior Leadership Team.

The School has a designated bursaries fund. One source of funds is from parents who do not require the fee remission attached to a scholarship in order to afford the School fees. They are invited to donate part, or all of the fee remission to a designated bursaries fund, to assist those in special need of assistance with fees, who would not otherwise be able to attend the School.

All bursary awards are reviewed annually and a further means-test is required each year, to determine whether a significant change in financial circumstances has occurred.

1.1 Nursery (ages 1-4) and Preparatory Divisions (ages 4-11)

No bursaries are available for New Hall Nursery Division. Subject to space being available in a year group, the Preparatory Divisions make available two bursaries, of up to 100% of fees, for practising Catholic pupils, or children of outstanding academic ability from Catholic primary schools, who would not otherwise be able to afford to join the School. The Preparatory Divisions may grant staff bursaries for New Hall School support staff children, subject to funds.

1.2 Senior Divisions (ages 11-18)

Subject to there being space available in a year group and the necessary funds being available, a limited number of bursaries may be awarded to students whose parents would not otherwise be able to afford the fees or who have recently experienced particular hardship. Priority for bursaries is given to students of high academic ability, those with outstanding talents (e.g. in music or sport) or those who have particular pastoral or boarding needs. The Senior Divisions also make available staff bursaries for staff children. Although there are limited funds available, the School would seek to provide a bursary for an existing student in a public examination year, if there was unexpected financial hardship that would otherwise cause the student to leave at a point that could seriously affect his or her examinations. In the event that funds are insufficient to cover all eligible applicants, preference would be given (in no particular order) to students currently in Years 9-11, students currently in Sixth Form, new entrants who have won top scholarships/awards, or practising Catholics, where candidates of a similar ability are being considered for bursaries.

Subject to availability of funds, an additional means-tested remission of up to 100% of fees may be awarded to a recipient of a scholarship, if the school fees would otherwise be unaffordable. The School may also provide 100% bursaries for international scholars joining Year 12, who have been identified by the HMC Scholars organisation and selected by the School, subject to the availability of funds. Students will only be considered for bursaries/continuation of bursaries, if they have a good work ethic, good academic achievements and good conduct and they will be required to maintain these high standards during the time of their receipt of the bursary.

1.3 Boarding Award (*internal or external candidates*)

In exceptional circumstances, the Principal has the discretion to grant awards, e.g. based on outstanding academic/co-curricular achievements, to pupils who are joining the School as full boarders. These are only awarded if there is sufficient space in the Boarding House and on the recommendation of the relevant Head of Boarding. These are normally awarded for 1-2 years, and are reviewable annually. The Award discounts the full boarding fee to the level of day fees. Subject to a means-test, an additional remission of up to 100% of the overall annual fee may be granted.

1.4 Armed Forces Award

The New Hall Armed Forces Award for full boarders (girls and boys aged 7-18) ensures that families in this category only pay 10% of the annual full boarding fee. The full boarding fees are discounted for those in receipt of MOD Continuity of Education Allowance (CEA). The MOD insists that eligible personnel make a minimum contribution of 10% towards the school fees, but they will not fund more than the maximum amount that they set each year as boarding school fees are generally far above this figure. As a result, the School sets the fees for eligible families so that the minimum parental contribution permissible under MOD CEA rules applies. If the candidate is awarded a Scholarship, or Award for outstanding performance, this will confer scholar's privileges and the relevant accolades but will be represented by a non-monetary Honorary Award.

2. Scholarships

New Hall School offers scholarships and awards at Year 5, Year 7, Year 9 and Sixth Form entry. The value of scholarships normally ranges from £1,000pa to 40% remission of fees.

Year 7 and Year 9 scholarships are assessed separately for boys and girls and each scholarship is offered in both the Girls' Division & Boys' Division.

A number of Year 9 scholarships are for external applicants only. For these awards, an internal candidate may only apply if they did not join the School at the start of Year 7, and/or did not sit the entrance assessment in the Michaelmas Term prior to Year 7. The girls and boys may be assessed together or separately depending on the ability of the candidates.

Assessment is based on performance in the New Hall entrance assessments, as appropriate to the point of entry. The current headteacher's report/reference and the student interview at New Hall also play an important part of the assessment process. Following the scholarship assessments, students will be ranked accordingly and scholarships will be offered to the best performing students overall. Where candidates of a similar ability are being considered for scholarships, preference may be given to full/weekly boarders and Catholics.

The School celebrates the honour of all scholarship achievements and students who win scholarships gain an important benefit in terms of the public recognition, media coverage, school references, university admissions and job applications. There is a special provision for those identified as Most Able & Talented (MAT); scholars who are placed on the MAT Register are afforded additional target setting, monitoring and reporting.

Most scholarships will have a monetary value attached to them, which is either a percentage remission of fees or an annual amount. The total value of the scholarships awarded in one academic year will depend on the available funds. In the event that parents do not require the fee remission attached to a scholarship in order to afford the school fees, they are invited to donate part or all of the fee remission to a designated bursaries fund.

Subject to the availability of funds, an additional means-tested remission up to 100% of fees may be awarded to a recipient of a scholarship, if the fees would otherwise be unaffordable.

3. Preparatory Division Awards (ages 7-11)

3.1 Year 5 Music Awards (9+) (*internal and external*)

Candidates will be assessed by the Director of Music in the Trinity Term of Year 4. The award winners will be expected to take leading roles in school ensemble activities and liturgies and to perform at concerts and other public events, as required. Awards will only be made where the standard reached is sufficiently high and where there is evidence of commitment, interest and potential. Should a student stop playing the relevant instrument, then the award will cease from the following term.

The following Music Awards (Preparatory Division) are available for Years 5-6, with an annual financial contribution of £500pa for two years:

Brass Award
Chorister Award
Drum kit/percussion Award
Guitar Award
Organ Award
Piano Award
Singing Award
Strings Award
Woodwind Award

4 Year 7 Scholarships (11+)

Candidates follow the normal entrance procedure (assessments and interview). Candidates applying for a Music Scholarship or Sport Scholarship will also undergo further assessment relevant to the scholarship. For entry in September, assessments will take place for girls and boys in November of the previous year. If a student ceases to take part in the activity for which they were awarded a scholarship, the scholarship may be withdrawn the following academic year. Unless otherwise stated, scholarships and awards apply for five years, throughout the Girls' Division/Boys' Division. Named awards will be reviewed by the end of Year 10 and may be confirmed as continuing into Sixth Form for the current scholarship holders. The following scholarship categories may be awarded for both girls and boys at Year 7:

4.1 Year 7 Hawley Academic Scholarship

The highest achieving academic scholar based on the entrance assessments will win the Year 7 Hawley Academic Scholarship. Several additional Academic Scholarships may also be awarded, based on the Year 7 entrance assessments.

4.2 Year 7 Dennett All-Rounder Scholarship

The highest achieving all-rounder scholar will win the Year 7 Dennett All-Rounder Scholarship. This scholarship is awarded to a student who is likely to contribute exceptionally well to the overall life of the School. The recipient is likely to be in the top quartile academically, with additional major co-curricular strengths. Students will be selected from the scholarship assessments and the current headteacher's reference will be given careful consideration. Students applying for an all-rounder scholarship must also apply for at least one of the following scholarships/awards: music or sport.

4.3 Year 7 St Augustine Academic Scholarship (Diocesan)

The recipient of the St Augustine Academic Scholarship is likely to be in the top quartile academically. They will be a practising Catholic student who is currently attending a voluntary-aided Catholic primary school, and who has attended this school for at least the final 2 years. Candidates will need to provide a copy of their baptismal and first Holy Communion certificates. The priest reference form must also be completed. The successful applicant will be expected to make a significant contribution to the chaplaincy and liturgical life of the School.

4.4 Year 7 Dolman Catholic Scholarship (Catholic Independent Schools)

The recipient of the Dolman Academic Scholarship is likely to be in the top quartile academically. They will be a practising Catholic student who is currently attending a Catholic independent school and who has attended this school for at least the final 2 years. Candidates will need to provide a copy of their baptismal and first Holy Communion certificates. The priest reference form must also be completed. The successful applicant will be expected to make a significant contribution to the chaplaincy and liturgical life of the School.

4.5 Year 7 Open Diocesan Scholarship

This academic/all-rounder scholarship may be awarded to a practising Catholic student. The scholarship may be awarded for any of the 4 main scholarship categories at Year 7 i.e. academic, all-rounder, music or sport. Candidates will need to provide a copy of their baptismal and first Holy Communion certificates. The priest reference form must also be completed. The successful applicant will be expected to make a significant contribution to the chaplaincy and liturgical life of the School.

4.6 Year 7 Modern Languages Award (Middle School)

All New Hall Preparatory Division applicants for Year 7 will sit an assessment in French and/or Spanish. External applicants may opt to take one or both of these assessments. The top performer in French and the top performer in Spanish will each receive a Modern Languages Award for Middle School (Years 7 and 8), with an annual financial contribution of £500pa for two years. Native and non-native speakers of these languages will be ranked separately. It is a requirement that the relevant language is chosen in Year 7.

4.7 Year 7 St Cecilia Music Scholarship

The highest achieving music scholarship candidate may win the Year 7 St Cecilia Scholarship. This scholarship includes tuition fees for one instrument (with the possibility of funding for 2 instruments, depending on ability and suitability of the second instrument). The School looks for evidence of future potential as well as current achievements. Candidates will be assessed for the scholarship by the Director of Music at the time of the entrance examinations. The St Cecilia scholar and award winners will be expected to take leading roles in school ensemble activities and liturgies and to perform at concerts and other public events, as required. Should a student stop playing the relevant instrument, then the award will cease from the following term.

In addition, the following Music Awards (Middle School) are available for Years 7 and 8, with an annual financial contribution of £500pa for two years:

- Brass Award
- Chorister Award
- Drum kit/Percussion Award
- Guitar Award
- Organ Award
- Piano Award
- Singing Award
- Strings Award
- Woodwind Award

4.8 Year 7 Anderson Sport Scholarship

The highest achieving sports scholarship candidate may win the Year 7 Anderson Scholarship. Proven sporting ability/interests will be the basis for selection and potential will also be assessed. Priority will be given to candidates who excel in at least 2 of the School's major sports (rugby, hockey, netball, cricket, tennis and athletics). In the event that a student excels in only one particular sporting field, a scholarship may still be awarded. Candidates will be assessed for the scholarship by the Director/s of Sport at the time of the entrance examinations. Evidence of the student's achievements, including a testimonial from their coach etc., will need to be provided before assessment takes place. Sport scholars and award winners are expected to represent the School at sporting events as required by the Director/s of Sport. Should a student stop playing the relevant sport, then the award will cease from the following term.

In addition, the following Sports Awards (Middle School) are available for Years 7 and 8, with an annual financial contribution of £500pa for two years:

- Athletics Award
- Cricket Award
- Hockey Award
- Netball Award
- Rugby Award
- Swimming Award
- Tennis Award

4.9 Year 7 Tennis Scholarship

This scholarship may be awarded to a student who has exceptional ability in tennis and is selected by the Head of Tennis for the New Hall Tennis Academy. Proven ability at a regional/national level is required. The Tennis Scholar will be expected to represent the School at sporting events as required by the Director/s of Sport/Head of Tennis. Should a student stop playing tennis, then the award will cease from the following term.

4.10 Special Talent Co-Curriculum Award (Middle School)

Awards may be presented to students who excel in an area of the co-curriculum (in an area not on the main New Hall curriculum) e.g. competing or performing at county, national or international level. Examples of relevant areas are:

- Special Talent (Dance)
- Special Talent (Fencing)
- Special Talent (Figure Skating)
- Special Talent (Golf)
- Special Talent (Riding)
- Special Talent (Sailing)
- Special Talent (Skiing)

The award will provide the student with an annual financial contribution of £500 towards lessons or equipment in the area of special talent for Years 7 and 8, with an annual financial contribution of £500pa for two years. Students can only apply for a Special Talent Co-Curriculum Award in one activity.

Students will be asked to provide ongoing evidence of their special talent. The student in receipt of a Special Talent Award will be expected to represent the School in their area of expertise. Should a student stop playing the relevant activity, then the award will cease from the following term.

5 Year 9 Scholarships

The Year 9 scholarship process is primarily for external applicants. An internal candidate may only apply if they did not join the School at the start of Year 7 and/or did not sit the entrance assessment in the Michaelmas Term prior to Year 7, unless otherwise indicated. These scholarships are assessed in January of the year of entry and are open to candidates choosing entry either by the New Hall entrance examinations or by Common Entrance. All Scholarships will be reviewed by the end of Year 10 and may be confirmed as continuing into Sixth Form for the current scholarship holders.

The following scholarships categories may be awarded at Year 9:

5.1 Year 9 Academic Scholarship (*external candidates*)

This scholarship may be awarded to the student who excels academically in the entrance assessments

5.2 Year 9 All-Rounder Scholarship (*external candidates*)

This scholarship may be awarded to a student who is likely to contribute exceptionally well to the overall life of the School. The recipient is likely to be in the top quartile academically, with major co-curricular strengths. Students will be selected from the scholarship assessments and the current Headteacher's reference will be given careful consideration. Students applying for an all-rounder scholarship must also sit the academic scholarship and at least one of the following scholarships/award: music or sport.

5.3 Year 9 Open Diocesan Scholarship (*external candidates*)

This scholarship may be awarded to a practising Catholic student. The scholarship may be awarded for any of the 4 main scholarship categories at Year 9 i.e. academic, all-rounder, music or sport. Candidates will need to provide a copy of their baptismal and first Holy Communion certificates. The priest reference form must also be completed. The successful applicant will be expected to make a significant contribution to the chaplaincy and liturgical life of the School.

5.4 Year 9 Modern Languages Award (Upper School) (*internal and external candidates*)

All New Hall Middle School students will sit a Year 8 assessment in French and/or Spanish. External applicants at 13+ may opt to take one or both of these papers on the assessment day. The top performer in French and the top performer in Spanish will each receive a Modern Languages Award for Upper School (Years 9-11), with an annual financial contribution of £500pa for three years. Native and non-native speakers of these languages will be ranked separately. It is a requirement that the relevant language is chosen in Year 9 and that the student intends to take the subject at GCSE.

5.5 Year 9 Drama Award (*internal & external candidates*)

The Drama Award (Upper School) is available for Years 9-11, with an annual financial contribution of £500pa for 3 years. The School looks for evidence of future potential as well as current achievements. Candidates will be assessed for the award by the Head of Drama in the Trinity Term of Year 8. The Drama Award holder will be expected to take GCSE Drama. The Drama Award holder will be expected to take roles in School productions, performances and other public events, as required. Should a student not take GCSE Drama, then the award will cease from the following term.

5.6 Year 9 Music Scholarship (*external candidates*)

This scholarship also includes tuition fees for one instrument (with the possibility of funding for 2 instruments, depending on ability and suitability of the second instrument). The School looks for evidence of future potential as well as current achievements. Candidates will be assessed for the Scholarship by the Director of Music at the time of the entrance assessments. The music scholar will be expected to take GCSE Music. The music scholar and award holders will be expected to take leading roles in school ensemble activities and liturgies and to perform at concerts and other public events, as required. Should a student stop playing the relevant instrument/not take GCSE Music, then the award will cease from the following term.

In addition, the following Music Awards (Upper School) (*internal and external candidates*) are available for Years 9-11, with an annual financial contribution of £500pa for three years:

- Brass Award
- Chorister Award
- Drum kit/Percussion Award
- Guitar Award
- Organ Award
- Piano Award
- Singing Award
- Strings Award
- Woodwind Award

5.7 Year 9 Sport Scholarship (*external candidates*)

Proven sporting ability/interests will be the basis for selection and potential will also be assessed. Priority will be given to candidates who excel in at least 2 of the School's major sports (rugby, hockey, netball, cricket, tennis and athletics). Candidates will be assessed for the scholarship by the Director/s of Sport at the time of the entrance examinations. In the event that a student excels in only one particular sporting field, a scholarship may still be awarded. Evidence of the student's achievements, including a testimonial from their coach as appropriate, will need to be provided before assessment takes place. Year 9 Sport scholars will be expected to represent the School at sporting events, as required by the Director/s of Sport. Should a student stop playing the relevant sport, then the award will cease from the following term.

In addition, the following Sports Awards (Upper School) are available for Years 9-11, with an annual financial contribution of £500pa for three years:

- Athletics Award
- Cricket Award

Hockey Award
Netball Award
Rugby Award
Swimming Award
Tennis Award

5.8 Year 9 Tennis Scholarship (*external candidates*)

This scholarship may be awarded to a student who has exceptional ability in tennis and is selected by the Head of Tennis for the New Hall Tennis Academy. Proven ability at a regional/national level is required. The Tennis Scholar will be expected to represent the School at sporting events as required by the Director/s of Sport/Head of Tennis. Should a student stop playing tennis, then the award will cease from the following term.

5.9 Year 9 Special Talent Co-Curriculum Award (Upper School) (*internal and external candidates*)

Awards may be presented to students who excel in an area of the co-curriculum (normally in an area not on the main New Hall curriculum) e.g. competing or performing at county, national or international level. Examples of relevant areas are:

Special Talent (Dance)
Special Talent (Fencing)
Special Talent (Figure Skating)
Special Talent (Golf)
Special Talent (Riding)
Special Talent (Sailing)
Special Talent (Skiing)

Students will be asked to provide ongoing evidence of their special talent. The student in receipt of a Special Talent Award will be expected to represent the School in their area of expertise. Should a student stop playing the relevant sport, then the award will cease from the following term.

6 Sixth Form Scholarships (ages 16-18)

The following scholarships categories may be awarded at Sixth Form. All scholarships are at the discretion of the Principal and are dependent on the candidate meeting all the criteria for a Sixth Form award, including a sufficiently high standard academically, behaviourally and in terms of application to work and references.

6.1 Sixth Form GCSE Achievement Scholarship (*internal candidates*)

This is awarded by the Principal following publication of GCSE results in August. The award is made to the 4 top Year 12 internal entrants and 4 top Year 12 external entrants with the highest GCSE results, subject to a minimum of eight A*s/eight 8 grades. This scholarship is worth a maximum remission of two-thirds of day/full/weekly boarding fees, subject to availability of boarding rooms. Existing scholarship fee remission cannot be added to this remission.

6.2 Sixth Form Academic Scholarship (*internal or external candidates*)

Academic Scholarships may be awarded by the Principal following the results of the mock GCSE examinations in Year 11.

6.3 Sixth Form STEM Scholarship (*internal or external candidates*)

Two STEM (Science, Technology, Engineering & Mathematics) Scholarships may be awarded, subject to the candidate achieving a minimum of a Grade 8 or 9 in two STEM subjects plus seven grade 7s being achieved at the publication of GCSE results in August. To be eligible for a STEM Scholarship, a student must also be taking at least two subjects from the following list, in both Year 12 and Year 13: Physics, Chemistry, Biology, Mathematics, Economics, Computer Science, Psychology.

6.4 Sixth Form Modern Languages Scholarship (*internal or external candidates*)

Two Languages Scholarships may be awarded, subject to the candidate achieving a minimum of a Grade 8 or 9 in French and/or Spanish plus five grade 7s being achieved at the publication of GCSE results in August. To be eligible for a Languages Scholarship, a student must also be taking at least one of the following subjects in both Year 12 and Year 13: French or Spanish. Priority will be given to students studying two languages. For external candidates, these Scholarships are awarded in the Lent Term preceding entry and are based on a completed application form (available from the Admissions Department), an interview, GCSE mock results and/or supporting school report and/or entrance examinations. For internal candidates, the Scholarship is based on recommendation from the Head of Department and GCSE mock examination/GCSE final examination results. It is a requirement that the relevant language is studied at A Level.

6.5 Sixth Form Classical Languages Scholarship (*internal or external candidates*)

Two Languages Scholarships may be awarded, subject to the candidate achieving a minimum of a Grade 8 or 9 in Latin and/or Greek plus five grade 7s being achieved at the publication of GCSE results in August. To be eligible for a Languages Scholarship, a student must also be taking at least one of the following subjects in both Year 12 and Year 13: Latin or Classical Greek. Priority will be given to students studying two languages. For external candidates, these Scholarships are awarded in the Lent Term preceding entry and are based on a completed application form (available from the Admissions Department), an interview, GCSE mock results and/or supporting school report and/or entrance examinations. For internal candidates, the Scholarship is based on recommendation from the Head of Department and GCSE mock examination/GCSE final examination results. It is a requirement that the relevant language is studied at A Level.

6.6 Sixth Form Open Diocesan Scholarship (*external candidates*)

This scholarship is awarded to a practising Catholic student, who is committed to make a significant contribution to the chaplaincy and liturgical life of the School. The scholarship may be awarded for any of the 4 main scholarship categories at Year 12 i.e. academic, all-rounder, music or sport. Candidates will need to provide a copy of their baptismal and first Holy Communion certificates. The priest reference form must also be completed.

6.7 Sixth Form All-Rounder Scholarship (*external candidates*)

This award is to a student who is likely to contribute exceptionally to the overall life of the Sixth Form. The recipient is likely to be good academically, with major co-curricular strengths. These scholarships are awarded in the Lent Term preceding entry and are based on a completed application form (available from the Admissions Department), an interview, GCSE mock results and/or supporting school report and/or entrance examinations. The Principal has the discretion to offer an external candidate a Sixth Form All-Rounder Scholarship that has not been won by an internal candidate or to offer a second Award to an equally deserving external candidate.

6.8 Sixth Form Drama Scholarship (*internal & external candidates*)

This scholarship may be awarded, subject to achieving a minimum of a Grade 8 or 9 in GCSE Drama plus five Grade 7s being achieved at the publication of GCSE results in August. The School looks for evidence of future potential as well as current achievements. Candidates will be assessed for the scholarship by the Head of Drama at the time of the entrance assessments. The Drama scholar will be expected to take A Level Drama & Theatre. The scholar will be expected to take roles in School productions, performances and other public events, as required. Should a student not take A Level Drama & Theatre, then the award will cease from the following term.

6.9 Sixth Form Fardell Music Scholarship (*internal or external candidates*)

This scholarship also includes tuition fees for one instrument (with the possibility of funding for 2 instruments, depending on ability and suitability of the second instrument). This scholarship may be awarded, subject to achieving a minimum of a Grade 8 or 9 in GCSE Music plus five Grade 7s being achieved at the publication of GCSE results in August. The School looks for evidence of future potential as well as current achievements. Candidates will be assessed for the Scholarship by the Director of Music. The music scholar will be expected to take A Level Music. S/he will take leading roles in school ensemble activities and liturgies and to perform at concerts and other public events, as required. Should a student stop playing the relevant instrument, then the award will cease from the following term.

6.10 Sixth Form Sport Scholarship (*internal or external candidates*)

This scholarship may be awarded, subject to achieving a minimum of a Grade 8 or 9 in GCSE PE plus five Grade 7s being achieved at the publication of GCSE results in August. Proven sporting ability/interests will be the basis for selection and potential will also be assessed. Priority will be given to candidates who excel in at least 2 of the School's major sports (rugby, hockey, netball, cricket, tennis and athletics). Candidates will be assessed for the scholarship by the Director/s of Sport. In the event that a student excels in only one particular sporting field, a scholarship may still be awarded. Evidence of the student's achievements, including a testimonial from their coach as appropriate, will need to be provided before assessment takes place. The Year 12 Sport scholar will be expected to represent the School at sporting events, as required by the Director/s of Sport. Should a student stop playing the relevant sport, then the award will cease from the following term.

6.11 Sixth Form Special Talent Co-Curriculum Award (Sixth Form) *(internal or external candidates)*

Awards may be presented to students who excel in an area of the co-curriculum (normally in an area not on the main New Hall curriculum) e.g. competing or performing at county, national or international level. Examples of relevant areas are:

- Special Talent (Dance)
- Special Talent (Fencing)
- Special Talent (Figure Skating)
- Special Talent (Golf)
- Special Talent (Riding)
- Special Talent (Sailing)
- Special Talent (Skiing)

Students will be asked to provide ongoing evidence of their special talent. The student in receipt of a Special Talent Award will be expected to represent the School in their area of expertise. Should a student stop playing the relevant sport, then the award will cease from the following term.

7 General Scholarships

7.1 Outstanding Performer Award (Sport) *(internal or external)*

At the Principal's discretion, an Outstanding Performer Award (Sport) may be offered to a student who has demonstrated exceptional achievement and who represents their country at U16 level or above in a sport for which the school has a team. Outstanding performers may be considered at any time and an interview will be arranged. The Outstanding Performer Award (Sport) will be expected to represent the School at sporting events as required by the Director/s of Sport.

7.2 Outstanding Performer Award (Music) *(internal or external)*

At the Principal's discretion, an Outstanding Performer Award (Music) may be offered to a student who has demonstrated exceptional prior achievement (conservatoire level performance) and has the potential to perform at national and international level. In addition to fee remission, this scholarship includes tuition fees for one instrument (with the possibility of funding for 2 instruments, depending on ability and suitability of the second instrument). Candidates will be offered the opportunity to be assessed for the scholarship by the Director of Music; applications from outstanding performers may be considered at any time and an audition arranged. The Outstanding Performer Award (Music) will be expected to take a leading role in School ensemble activities, and to perform at concerts and other public events.

BURSARIES GUIDELINES**1 General**

The Governors of New Hall School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of School fees. Such support is known as a bursary and these may be awarded in the form of a discount of up to 100% on fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants. Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Awards are made by the Governors and after taking into account a family's financial circumstances e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors.

Requests for financial support usually fall into two categories:

New applicants to the School, where a place has been offered but parents/guardians are unable to fund the fees.

Existing students where a change in parents'/guardians' circumstances has resulted in difficulty in meeting fees and may result in the child being withdrawn part way through a stage of education.

2 The Application Process

Bursaries may be made available to parents/guardians of children entering New Hall School (see the Admissions Policy). They are awarded at the discretion of the Governors. The Principal and Head of Finance are responsible for the management and co-ordination of the process.

Step One: Parents/guardians seeking a bursary are required to complete an 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. The completed forms, together with the necessary documentary evidence, are to be submitted to the Head of Finance no later than **8 January** in any year for bursaries to start the following September.

Step Two: The Head of Finance assesses all applications in order to establish the likely level of support, which will be required in order to allow the child to attend the school in their first and subsequent years. This may involve the Head of Finance, or her/his representative, undertaking financial background checks, home visits, interviewing applicants to review the application details and to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

Step Three: The Head of Finance prepares a recommendation, which is considered with the Principal, and a joint recommendation is then reached.

Step Four: The joint recommendation is presented to the Bursaries and Scholarship Committee for approval.

Step Five: The parents/guardians are advised of the outcome of their bursary application at the end of February.

Step Six: Parents/guardians are then required to sign a letter accepting the place at the School and an acknowledgement agreeing to any conditions relating to the bursary.

3 The Case for Assistance

The Principal and Head of Finance 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.

3.1 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 student to whom support is offered must, in the opinion of the Principal, be likely to make sound academic progress following admission and possess the potential to develop the quality of his/her work, and benefit from participation in the wider, co-curricular activities on offer at the school. In normal circumstances, each applicant should meet the School's normal academic requirements. Previous and current school reports will be consulted for evidence of good behaviour.

3.2 Financial Limitations: 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 the 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 dependants, 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 value 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 (e.g. other charitable organisations).

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, including long trips offered by the School
- New or luxury cars
- Investment in significant home improvements
- A second property/land holdings

New Hall reserves the right to undertake financial background checks and to make home visits to assess property and assets owned.

3.3 Other Factors: It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances, which should be considered. These include:

Where a child has siblings at New Hall
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 with the parents/guardians separating

4 Existing Students - Change in Family Circumstances

Within overall budget funding, the School will, in normal circumstances, set aside each year a Hardship Fund, for 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. This sum will be set within budgetary constraints. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Principal and/or Head of Finance, explaining their situation and completing the application form. Such awards are subject to the availability of funding and cannot be guaranteed, but if an award is made, it may be for a limited period.

5 Annual Review

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means testing forms in November each year. For those previously in receipt of bursaries, the Principal and Head of Finance, in making their joint recommendation to the Bursary Committee, have the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a student'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 contribution they are making to the fees.

6 Confidentiality

The School respects the confidentiality of bursary awards made to families and it is a condition of the award that recipients do likewise.

7 Other Sources of Bursary Assistance

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 in circumstances may be unable to remain. New Hall 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:

Head of Finance, New Hall School, The Avenue, Boreham, Chelmsford, Essex CM3 3HS
Email: schoolfees@newhallschool.co.uk.

The Educational Trusts Forum
www: www.educational-grants.org
Royal National Children's Foundation
Sandy Lane
Cobham
Surrey
KT11 2ES
Tel: 01932 868 622
Email: admin@rncf.org.uk

Scholarship or Bursary - Conditions of Award

Scholarship or Bursary: Conditions of Award

- 1 **Grant of the award:** An award is granted at the sole discretion of New Hall School (the School).
- 2 **Obligations of the Student:** The Student who is the subject of an award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other students. The Student must adhere to the School's required standards of conduct and progress. These are the **Purposes of the Award**.
- 3 **Obligations of the Parent(s):**
 - 3.1 To support and encourage the Student to achieve the Purposes of the Award; and
 - 3.2 To treat members of the School community reasonably and to uphold the aims and the good name of the School; and
 - 3.3 To comply with the School's *Terms and Conditions*.
- 4 **Means-tested awards:** All means tested awards will be subject to annual review (which may include a home visit) and the Parents shall each year be required to complete a financial means questionnaire. After any annual review, the School reserves the right to vary the value of the award with immediate effect and will confirm the new value in writing to the Parents. Students in receipt of a bursary will not normally be eligible to apply for a place on long trips due to the significant cost, as this is inconsistent with the award of a bursary.
- 5 **Continuation of the award:** Continuation of the award is dependent upon the following conditions being fulfilled:
 - 5.1 in the case of a means tested award, the Parents satisfy the School's financial requirements each year; and / or
 - 5.2 in respect of all awards:
 - 5.2.1 the financial resources allocated by the School to support the award being sufficient to maintain the award; and
 - 5.2.2 it being in the financial interests of the School to maintain the award.
- 6 **Confidentiality:** The value and Terms & Conditions of the award shall remain confidential between the Parents and the Student and the School.
- 7 **Termination of the award:** The award may be terminated on the following grounds:
 - 7.1 **termination on financial grounds:** the School may terminate the award on one Term's notice in writing if, in the opinion of the School Governors acting in good faith:
 - 7.1.1 the Parents have not satisfied the School's financial requirements under clause 4 and clause 5.1; or
 - 7.1.2 the School is no longer able to continue the award under clause 5.2.The termination shall take effect from the date set out in the written notice.

- 8 **termination on the grounds of conduct:** the School may terminate the award by written notice sent to the Parents with immediate effect if, in the opinion of the School Governors acting in good faith, one or more of the following conditions has been fulfilled:
- 8.1.1 the Student has not complied with the obligations set out in clause 2 and in the further opinion of the Governors there has been no significant improvement following consultation with the Parents and/or the Student, which may include a written warning; or
the Parents have not complied with the obligations set out in clause 3; or the Parents of the Student do not keep the value and terms and conditions of the award confidential in accordance with clause 6; or the Parents withdraw the Student from the School without providing a full Term's Written Notice.
 - 8.1.2 the Parents of the Student do not keep the value and terms & conditions of the award confidential in accordance with clause 6; or
 - 8.1.3 the Parents withdraw the Student from the School without providing a full Term's Written Notice.
- 8.2 **repayment of the award:** the Parents will be required to repay all or part of the benefits received under the award if it is terminated in any of the following circumstances:
- 8.2.1 under clause 7.1.1, if the Parents have knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable; or
 - 8.2.2 under clause 8.1.1 if the Student has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be Permanent Exclusion or required Removal, up to three Terms' benefits (if received) may be repayable.
- 9 **Cancellation and Withdrawal:** For the avoidance of doubt, the benefit receivable under an award will not apply to the Parents' liability to pay the first Term's Fees if less than a Term's Written Notice of Cancellation is given, or to any Term for which the School requires payment of fees in lieu of notice following withdrawal without proper notice.
- 10 **Conditions of award:** These conditions of award take precedence over any of the School's *Terms & Conditions*, which are inconsistent with them but in all other respects the School's *Terms & Conditions* as amended from time to time shall apply and these conditions of award shall be interpreted in accordance with them.

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