



MILLFIELD



MILLFIELD PREP SCHOOL

SCHOLARSHIPS AND BURSARIES POLICY

THIS POLICY APPLIES TO MILLFIELD AND MILLFIELD PREP SCHOOL TOGETHER REFERRED TO IN THIS POLICY AS "MILLFIELD".

GENERAL

Millfield is committed to maintaining broad access for talented pupils who would benefit from an education at its Prep and Senior School, by offering financial support with the payment of fees to parents who are otherwise unable to afford them.

SCHOLARSHIPS

Millfield Prep

We award a number of Academic, Art, Chess, Music and Sports Scholarships each year for to new pupils for entry into Years 6, 7 and 8 and for existing pupils into Year 7. We also welcome applications for scholarships from good all-rounders; boys and girls who have reached a good standard academically and show promise in specific areas such as Art, Music or Sport.

Scholarships may be honorary or carry a fee reduction of up to 15%. If a scholarship has been awarded, parents in genuine financial need can also apply for a means-tested bursary.

A small number of Headmistress' Scholarships of up to 50% are also available in recognition of exceptional excellence in a particular area or areas, to include academic ability.

Millfield

Scholarships are available for entry into Year 9 or the Lower Sixth, for new pupils and existing pupils.

Academic, Art, Chess, Design and Innovation, Music, and Sport Scholarships are awarded annually to candidates who are exceptionally talented in any one of these disciplines. Drama Scholarships are also available for Lower Sixth entry only.

In addition, All-Rounder Scholarships are available to candidates who exhibit a sufficiently high standard in Art, Dance, Drama, Music or Sport, allied with good academic ability.

Scholarships may be honorary or carry a fee reduction of up to 15%. If a scholarship has been awarded, parents in genuine financial need can also apply for a means-tested bursary.

A small number of Headmaster Scholarships may carry reductions of up to 50% in recognition of exceptional excellence in a particular area or areas.

For Year 9 entry only, there are also a number of Nine at Millfield Scholarships available, providing up to 50% fee remission. These scholarships will be awarded to pupils of outstanding academic merit, who will bring distinction and commitment to the academic life of Millfield and have strengths in one or more co-curricular area. This can be demonstrated by a sufficiently high standard in Art, Drama, Music or Sport.

ENTRY BURSARIES

Parents of children who have been awarded a scholarship may apply to have the scholarship augmented by an entry bursary, subject to a means assessment, should they not otherwise be able to afford for their children to enter the School. Bursaries take the form of a fee reduction (of up to 100% in exceptional circumstances). The level of fee reduction will be dependent on the parents' financial resources.

A limited number of bursaries may also be available on entry to the School in cases where a pupil does not meet the requirements for a scholarship.

HARDSHIP BURSARIES

Parents of children who are already at either the Prep or Senior 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 reasonably have been foreseen at the time of entry into the relevant School. In such cases, bursaries would not normally be approved until the pupil has completed one academic year at that School. When considering such applications, account will also be taken of a report on the pupil's contribution to the life of the School.

THE APPLICATION PROCESS

Details of the scholarship application process are available from the Admissions Office and on our website.

Parents seeking an entry bursary to augment a scholarship on entry to the School are required to complete an application form (Confidential Statement of Financial Circumstances) which requests details of income, certain outgoings, assets and liabilities. Forms can be obtained from, and completed applications (together with any required documentary evidence) should be returned to the Admissions Office. All such applications must be completed fully and returned no later than the closing date which is advertised from time to time on the School's website.

Subsequent applications for hardship bursaries arising from a significant change in financial circumstances should be addressed to the Bursar and may be submitted at any time. Such applicants will also be required to complete the Confidential Statement of Financial Circumstances.

CONSIDERATIONS IN THE ASSESSMENT PROCESS

The School will assess all applications and may request a meeting with parents to ensure that the information declared has been correctly interpreted and, therefore, that the assessment has been carried out in a fair and consistent manner.

Each application is considered on its own merits. 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 any financial support it offers is well focussed 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.
 1. Scholarships. In considering a child's suitability for a scholarship (and entry bursary if applicable), 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 likely to gain most from the educational provision.
 2. Bursaries. In considering the suitability of a child who is currently at the School for a hardship bursary award, account will be taken of the pupil's progress and of their contribution to the life of the School, as well as of the change in the parents' financial circumstances.
- 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 are not 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 value in houses).
 - The costs of any siblings at the School.
 - In cases of 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. In particular, the School's ability to fund high value awards is limited and such awards are allocated to children with exceptional talent or potential where there is a genuine financial need.

REVIEW OF AWARDS

In order that limited funds may be released when appropriate to meet the needs of other families, parents whose children are in receipt of bursary awards are required to bring to the School's attention any material improvement in their financial circumstances.

The School will review the amounts of bursary awards annually and in particular will carry out detailed assessments before a child (i) moves from the preparatory to the senior School and (ii) enters the sixth form.

CONFIDENTIALITY

The value and terms and conditions of any award must remain confidential to the Parents and the Pupil and the School.

Conditions of Awards

All scholarship and bursary awards are subject to the School's Conditions of Awards, which are appended to this policy.

Policy owner	MKS
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Approved by Governor Committee	B&F
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Publication	Website

Scholarship, exhibition or bursary: Conditions of Award

- 1 **Grant of the award:** An award is granted at the sole discretion of Millfield (the **School**).
- 2 **Obligations of the Pupil:** The Pupil 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 pupils. The Pupil 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):** The Parents are required to:
 - 3.1 support and encourage the Pupil to achieve the Purposes of the Award; and
 - 3.2 treat members of the School community reasonably and to uphold the aims and the good name of the School; and
 - 3.3 comply with the School's *Terms and Conditions*.
- 4 **Means tested awards:** All means tested awards will be subject to annual review 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.
- 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 satisfying 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.
 - 5.3 in respect of awards with specific conditions e.g. awards made for particular areas of School life, the pupil continuing to comply with the specific obligations of that award and to contribute positively to the life of the School in that area.
 - 5.4 in respect of awards which are dependent on a pupil or parent's status e.g. sibling, forces or staff awards, the pupil or parent continuing to be eligible for that award.
- 6 The Head has the right to re-designate an award if in the Head's opinion it is appropriate to do so.
- 7 **Confidentiality:** The value and terms and conditions of the award shall remain confidential to the Parents and the Pupil and the School.
- 8 **Termination of the award:** The award may be terminated on the following grounds:
 - 8.1 **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:

8.1.1 the Parents have not satisfied the School's financial requirements under clause 4 and clause 5.1; or

8.1.2 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;

8.2 **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:

8.2.1 the Pupil 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 Pupil and the issue of a written warning; or

8.2.2 the Parents have not complied with the obligations set out in clause 3; or

8.2.3 the Parents of the Pupil do not keep the value and terms and conditions of the award confidential in accordance with clause 7; or

8.2.4 the Parents withdraw the Pupil from the School without providing a full Term's Written Notice;

8.3 **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:

8.3.1 under clause 8.1.1 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

8.3.2 under clause 8.2.1 if the Pupil has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be Expulsion 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 and Conditions* which are inconsistent with them but in all other respects the School's *Terms and Conditions* as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.