



ADMISSIONS – Further Guidance for external candidates

1 ASSESSMENT PROCEDURES

The standard points of entry to St Dunstan's College are Nursery (age 3+), Reception (age 4+), Year 3 (age 7+), Year 7 (age 11+) and Sixth Form (16+ post GCSE).

1.1 Junior School

1.1.1 Nursery (3+)

Pupils in Nursery are 3 years old by 1 September of the academic year into which they enter the College. We have thought creatively about how we can learn as much as possible about the children we assess for entry and our admissions process is designed to enable us to learn as much as possible from their key worker, or appropriate adult within the home setting. Our process also ensures that parents are able to learn more about our unique St Dunstan's Nursery offering and ask any questions of key members of staff.

Consultation with current settings in lieu of assessments

You will be required to inform your child's current Nursery setting about your application to St Dunstan's College, and provide us with details of your child's key worker. If your child does not currently attend a Nursery, we will require details of a primary contact (e.g. parent, family member, au pair), so that we can make contact with this person as an alternative.

A thorough questionnaire will be sent to the appropriate key worker or primary contact, in order for us to find out as much as we can about your child and their current developmental stage. Our Head of Early Years Foundation Stage, will then follow up by phone to discuss the answers to the questionnaire that has been submitted in more detail, which will enable them to ask any additional questions they may have about your child.

Following on from the above process, we look forward to inviting all the children to visit our Junior School and enjoy a morning with some of our teachers, in order that we can get to know your child a little more in person. Parents will be present throughout the in-school session. Our

highly-skilled team will run a play session with your child, where their interactions with other children will be observed, as well as their interest in particular activities and ability to talk to the staff and answer questions. We will also make time to read the children a story, monitor their engagement and identify simple inference skills.

Offer letters are usually sent in December.

We accept registrations for our Nursery from birth, and early registrations are welcomed. Families who miss the opportunity for an assessment at 3+ are encouraged to register for entry at 4+ the following year.

Any acceptance should be accompanied by the payment of a £1250 deposit, which is non-refundable. . Due to the high level of demand in this year group, we operate a “first come, first served” basis at the acceptance stage. In any event, should an acceptance be received after the acceptance deadline, a place at the College cannot be guaranteed. Some candidates may be placed on a waiting list. It is not College policy to reveal where children sit on the waiting list.

1.1.2 Reception (4+)

Pupils in Reception are 4 years old by 1 September of the academic year into which they enter the College. Assessments for entry take place during the November of the calendar year prior to entry. The process is designed to help the children demonstrate the best of their abilities, and is undertaken in a thoughtful, caring and friendly manner. During the assessment, children are invited to:

- Listen and respond to a story
- Draw a picture
- Match letters and words
- Identify and order numbers
- Play memory games
- Discuss shapes and colours
- Follow patterns
- Engage in conversation and play with others

The children are assessed in small groups, enabling observational notes to be made of their social skills and interactions.

All Reception places are allocated on the basis of these assessment days and offers are usually made in November or December.

Any acceptance must be accompanied by the payment of a £1250 deposit, which is non-refundable. Due to the high level of demand in this year group, we operate a “first come, first served” basis at the acceptance stage. In any event, should an acceptance be received after the acceptance deadline, a place at the College cannot be guaranteed. Some candidates may be placed on a waiting list. It is not College policy to reveal where children sit on the waiting list nor is it policy to provide feedback on how children performed in the assessments.

1.1.3 Year 3 (7+)

Assessment for entry into Year 3 involves spending a full day at the College in early January of the academic year prior to entry. The process involves:

- an assessment of the child's cognitive ability, with tests focussing on Maths and English
- an evaluation of their in-class learning behaviours;
- an evaluation of the child's social skills and interactions with both peers and adults;
- consideration of reports and/or references from their current school.

Parents of children who have completed the Year 3 (7+) entry assessment are invited to ask any questions of the Head of Junior School or Junior School Leadership Team at drop off and/or collection.

All Year 3 places are allocated on the basis of this assessment day and offers are made by the end of January. Some children may be placed on a waiting list. It is not College policy to reveal where children sit on the waiting list nor is it policy to provide feedback on how children performed in the assessments.

1.1.4 Occasional and other points of entry (Junior School)

Occasional places do become available from time to time across all year groups. In order to be considered for an in-year place, families should register their interest online by way of the Enquiry Form.

Assessments for in-year places or non-standard years of entry in the Junior School are arranged as required. These involve your child spending part or all of a school day with us. They will experience a mixture of time in class alongside more formal, age-appropriate, academic assessments. Observations of a child's learning behaviours and social interactions are considered alongside the results of any assessments taken. We will also contact your child's current school or educational setting to ask for a reference and/or recent school report. These will also be taken into consideration when the offer of a place is being discussed.

Start dates for in-year applicants will vary, and, as a rule of thumb, successful pupils will be given a date at the start of a new term. The College is open to having a conversation should a family's circumstances require an earlier start date.

Any acceptance should be accompanied by the payment of a £1250 deposit which is non-refundable. Should an acceptance be received after the acceptance deadline, a place at the College cannot be guaranteed. Some candidates may be placed on a waiting list. It is not College policy to reveal where candidates sit on the waiting list nor is it policy to provide feedback on individual performance or results.

1.2 Senior School

1.2.1 Year 7 (11+ entry)

We hold one whole College Saturday Open Day during the Michaelmas Term, as well as other regular smaller tours and virtual Q&As throughout the year. We encourage all families to attend an open event and more details can be found on our website.

The College uses the online and adaptive ISEB Common Pre-tests, which are an age-standardised measure of ability and attainment. Guidance from ISEB states that candidates should only sit the assessments once per academic year. Parents are required to complete registration on the Guardian Portal, which is managed by ISEB, before completion of the College's registration form. Once a child is registered via our online registration form, an acknowledgement email is sent by the Admissions Department and a reference, and the latest school report is requested from the candidates' current school.

Entry into Year 7 in the Senior School is based on a series of online ISEB entrance assessments taking place in the December prior to the year of entry and relating to English, Mathematics, Verbal and Non-Verbal Reasoning. Candidates who have fared well enough in the ISEB online assessments will then be called to attend an onsite Assessment Day at the College when they will participate in a taught lesson to observe approach to learning and collaboration, followed by a written English assessment with comprehension and an extended writing task, as well as a Mathematics assessment. St Dunstan's College values, encourages, and reports on the development of strong learning behaviours for all current pupils as a primary driver for fulfilling potential.

Candidates are called for interview if they have been successful in both the online ISEB assessments and the onsite assessments. Whilst candidates are interviewed by members of the Leadership and Lower School Team, there is an opportunity for parents to meet with a member of senior staff at the College. It should be noted that we interview many more candidates than we have places to give, but we do so in order to gain as complete as possible an understanding of each child being considered for a place. Being called for interview does not automatically ensure a place at the College.

Those who have not performed well enough to be considered for the January onsite assessments or for interview will receive a letter by email to that effect in the days following said assessments.

Final decisions and offer letters, including offers of scholarship and decisions over bursaries, are sent on a set date with an acceptance deadline on a subsequent set date publicised on the College's website and in the offer letter. Any acceptance should be accompanied by the payment of a £1250 deposit, which is non-refundable. Should an acceptance be received after the acceptance deadline, a place at the College cannot be guaranteed. Some candidates may be placed on a waiting list. It is not College policy to reveal where candidates sit on the waiting list nor is it policy to provide feedback on individual performance or results.

As part of the offer pack, parents will also receive an invitation to our optional series of post-offer events, which will take place during the weeks after February eixeat and before the acceptance deadline. This is a further opportunity for parents to meet our current Senior School students and senior members of staff.

1.3 16+ Sixth Form (Year 12)

We hold a Sixth Form Open Evening during the Michaelmas Term in the academic year preceding entry, as well as other smaller events throughout the year, and more details can be found on our website.

Entry to Year 12 in the Senior School is based on an online assessment assessing candidate's logical thinking and problem-solving skills, additionally applicants will write an essay-style answer on a subject of general intellectual interest. This online assessment will provide us with a standardised score which will help make an informative decision as to whether an applicant should progress to the second stage.

If invited to a second round, candidates will be interviewed by teachers in two of their intended A Level subjects and asked problem-solving questions relevant to each subject. Additionally, they will take part in a general interview with members of the Sixth Form team. Candidates who have done exceptionally well in their entrance assessments will be invited for a Diploma Scholarship interview with the Head of Sixth Form – or relevant Head of Department/Section. A reference from the candidate's current school will be requested on receipt of the online registration form.

Offers are conditional on GCSEs results and entry requirements for the Sixth Form are currently set at reaching at least an average of grade 6 as a proportion of all the GCSEs a candidate has taken. Each subject may then have a tariff set which must be met to access that course at A Level, usually this would be level 7+ and/or other requirements, such as having sat a particular qualification at GCSE. Please consult the Sixth Form prospectus for further details.

Offers are made at the end of November with an acceptance deadline of mid-December.

Occasional and other points of entry (Senior School)

Occasional places do become available from time to time across all year groups. In order to be considered for an in-year place, families should register their interest online by way of the Enquiry Form.

Assessments for other points of entry or non-standard years of entry in the Senior School are arranged as required. Candidates will sit an age-appropriate academic assessment. Observations of a child's learning behaviours and social interactions are considered alongside the results of any assessments taken. We will also contact your child's current school to ask for a reference and/or recent school report. This is followed by interviews with the Head of Year/Section and with, in the case of 16+ entry, two Heads of Department or similar in A level subjects that the student wishes to take. These will also be taken into consideration when the offer of a place is being considered.

2 SCHOLARSHIPS

Academic and co-curricular scholarships carry a maximum fee remission up to 35% for one or more awards but the maximum aggregate value of non-means tested awards would not usually exceed 35%.

Scholarships are expected to be held for the duration of a student's time at the College, provided their conduct fulfils the expectations as stated in the *Terms and Conditions of Acceptance* and that their progress is in line with College expectations as outlined in our *Scholarship Policy*. There is an annual review of all scholars, held the Trinity Term by the Awards Committee, to reflect on the year preceding, with support available to any scholar not achieving in line with their potential.

2.1 Academic scholarships at 11+ (Year 7)

Academic scholarships recognise and reward academic excellence. It is not possible to apply for an academic scholarship. All potential academic scholars will be selected for interview on the basis of their performance in the entrance assessments.

All external candidates sitting the Senior School entrance assessments are automatically considered for an academic scholarship. Candidates who perform particularly well in the entrance assessments will be invited to attend a series of academic scholarship interviews and assessments. At the same time, their parents will meet with a member of senior staff.

Scholarships are expected to be held for the duration of a student's time at the College, provided their conduct fulfils the expectations as stated in the *Terms and Conditions of Acceptance* and that their progress is in line with College expectations as outlined in our *Scholarship Policy*. There is an annual review of all scholars, held in the Trinity Term by the Awards Committee, to reflect on the year preceding, with support available to any scholar not achieving in line with their potential.

Should on-going concerns be raised in the annual review, notification will be made to parents and will be revisited in the ensuing follow-up committee meetings. Should it be necessary to remove an award, one term's notice will be provided.

Additional candidates for academic scholarship may be proposed in any of the annual review meetings. At that meeting, the committee will consider the proposal on the basis of the academic excellence in evidence, alongside any available monies for reward in any particular year-group.

Parents are not able to make applications directly to the Awards Committee.

Parents will be formally notified only when the committee agrees the student is credible for an award to be allocated and when there is sufficient funding available for it to be awarded.

2.2 Co-Curricular Scholarships at 11+ (Year 7)

In order to encourage and develop potential in particular areas of College life, a number of co-curricular scholarships are available in the fields of Art, Drama, Music and Sport, at all official entry points. Whilst fee remission is a part of the scholarship offer, successful candidates will also be inducted onto carefully designed, progressive programmes that support each scholar to thrive. The criteria are not linked to academic ability and any applicant that passes the entrance assessment is eligible.

Applications should be made by selecting the relevant scholarships on the online registration form. Whilst applicants can apply for more than one co-curricular scholarship, we do recommend applying for no more than two. Receipt will be acknowledged by email, and then specific application forms can be completed detailing suitability. All applications must be received by the published deadline to be considered.

2.2.1 Art Scholarships at 11+

Criteria

Art Scholars at St Dunstan's make a significant contribution to all aspects of artistic provision, and to do so effectively they must be able to demonstrate an infectious passion for the subject. We would expect applicants to be self-reflective and have a clear idea of how they can develop their own work; to be curious, visiting galleries and museums on a regular basis and to have a broad range of artistic skills. Their passion for the subject should be combined with a high level of creativity.

Application

1. A digital portfolio of between 5-10 pieces of work in a variety of mediums e.g. drawing, painting, sculpture, textiles, photography, video, etc. Please ensure quality photographs and include the medium used in the file name.
2. Up to two references from an Art teacher or external tutor or mentor highlighting student's commitment, aptitude and interest in Art.

Assessment Day

3. Two assessed examinations:
 1. Realistic, observational, tonal drawing.
 - Assessing technical graphite skills and understanding of proportions, textures and shading.
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 2. A creative, personal response to a given artwork
 - Assessing original and creative approaches to the reinterpretation of an artwork through colour and mixed media.
 - On the assessment day, we also ask that applicants bring their physical portfolio of work, which will be reviewed and evaluated by the department.
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2.2.2 Drama Scholarships at 11+

Criteria

At St Dunstan's we hold a firm belief in the power of the ensemble, which is why an applicant's ability to inspire others when working as part of a group is such a key part of the assessment process. Clearly individual performance skills are key indicators of potential, but this must be combined with the ability to think imaginatively and creatively, in order to create performances that are both high quality and unique. We believe in the value of a broad range of experiences and invite applications from candidates with backgrounds in a variety of disciplines, including but not limited to, acting, directing and dance.

Application

Each candidate will need to submit a personal statement, recounting a memorable experience with the world of theatre, before commenting on how this has contributed to their desire to apply for scholarship. It should be no more than 300 words. We also invite up to two references in support of each application. The candidate will also need to submit a short recording of up to 2 minutes long which should be an original piece on the College's 'Five Cs'; Courage, Confidence, Curiosity, Compassion and Creativity

Assessment Day

Applicants will be invited to spend a day at the College in the company of current scholars and members of the Drama Department. Students are not expected to prepare anything before the day but are encouraged to arrive in attire that is appropriate to the tasks highlighted below. Please note that break and lunch will also be provided for all candidates.

Introductions and Ice Breakers

All candidates will meet in the morning for an ice-breaker session with the department, with current scholars and the department also being introduced.

Stage Acting

Each candidate will be provided with an unseen duologue from a published play text at the beginning of this session. They will attend an acting session where they will be given direction and acting notes on the piece. Following time given to rehearse, they will then be invited share their work with the group.

Devising

Each candidate will take part in a devising session based on an unseen stimulus that will be provided to them on the day. Candidates will work in groups to respond in a creative way to the stimulus they have been given and share their work with the group.

Musical Theatre

Each candidate will attend a Musical Theatre session, where they will be led through an unseen musical theatre number that they will perform in small groups. The focus is on characterisation and physicality as opposed to choreography.

Dance and Movement

Each candidate will attend a dance and movement session with a professional choreographer, in which they will be taught a choreographed number and then invited to share their work within small performance groups.

Q&A Session with Current Scholars

Candidates will partake in an open Q&A session with current scholars who will provide an insight into their experience of the College as well as providing clarity on any questions that may arise.

2.2.3 Music Scholarships at 11+

Criteria

Music Scholars define the ethos of the Music Department in their high levels of enthusiasm, motivation, individual achievement and group collaboration. The audition process assesses these qualities and aims to discover the candidate's musical potential and ambitions, as well as their current standard. Candidates are normally required to be at a level akin to at least Grade 4 in their main instrument, though scholarships can also be awarded based on a candidate's potential. In addition to a fee remission, the scholarship also includes free tuition in the candidate's principal instrument.

In addition to Music Scholarships, the Music Department also offers standalone Benson Exhibition Awards, providing students with free tuition in their principal instrument, equivalent to £630. Exhibitions may be offered based on potential in an instrument and are awarded through the same audition process.

Application

Each candidate will need to submit a personal statement stating why they wish to apply for a Music Scholarship as well as up to two references in support of their application. The statement should be no more than 300 words. The candidate will also submit a short, 2-3 minute video recording of a Grade 4 piece or above, on their main instrument.

Assessment Day

The audition process comprises:

1. Performance of two pieces on their main instrument or voice, or on two different instruments if preferred. We provide a professional accompanist and a rehearsal on the day of the audition, though the candidate is permitted to arrange a private accompanist.
2. A sight-reading exercise on the candidate's main instrument.

3. A series of aural tests. These include singing back a melody, identifying the notes of a chord, and clapping back rhythms.
4. An informal interview, which will discuss their performances, ambitions as a scholar and their written application.
5. An ensemble activity with some of our current scholars and instrumentalists in the Senior School

2.2.4 Sport Scholarships at 11+

Criteria

Candidates are expected to be actively involved in competitive sport across a variety of disciplines both at school and club level. We would particularly encourage applicants from a football, hockey or swimming background. Applications from students performing at a high level in other sports are welcomed and will be considered. As a guide, we would expect candidates to be competing at club/county level or equivalent, in addition to representing their school, depending on the sport they currently participate in.

Application

Each candidate will need to submit a personal statement stating why they wish to apply for a Sport Scholarship as well as up to two references in support of their application. The statement should be no more than 300 words.

Assessment day

All applicants will be assessed in three tasks:

- A series of fitness tests, challenges and multi-sport games, focusing on student physical literacy, but also on personal, social and cognitive skills.
- A number of sport-specific activities, focusing on technical proficiency and game play across our Core Sports
- In addition to the assessment day itself, we welcome the opportunity to observe shortlisted candidates in their own setting. After the assessment day, our admissions team will contact you directly to see if these can be arranged.

2.3 Sixth Form Diploma Scholarships at 16+

2.3.1 The Sixth Form St Dunstan's Diploma

The Sixth Form Diploma is embarked upon by all who join the Sixth Form. It has three strands, Knowledge, Character, and Futures, and these build to shape the individual journey of each student before they leave us properly readied for their post-College lives. It was created to recognise that students are more than a set of grades, and to foster those students who demonstrate, model and champion the values at the heart of our school: the courage to be who they are, the creativity to develop new ideas and shape their own futures, the confidence to try, succeed and respond positively to failures, the compassion to understand and appreciate others and the wider world, and the curiosity to always want to discover more. At the end of their time with us, students take part in a graduation ceremony where they will

be awarded a pass, a merit or a distinction, depending on how well they are able to complete the three strands – see Sixth Form Handbook for further details.

2.3.2 The Sixth Form Diploma Scholarship

In order to encourage and nurture talent in particular areas of College life, Diploma Scholarship exists in the following six fields: Academic excellence, Art & Design, Drama, Music, Sport, and Design Engineering. These awards are limited in number and value and are only presented to candidates of outstanding ability or where significant potential is identified.

Current Year 11 students are invited to apply for a Sixth Form Diploma Scholarship during the Michaelmas Term of Year 11. They complete an application form which gives them chance to outline which of the six fields they show outstanding aptitude for, and what they hope to further achieve in that field during their time in the Sixth Form. It is expected that all Diploma Scholars complete a project of their devising in their chosen field and present this on the Scholars' Symposium evening during Michaelmas term of Year 13. Furthermore, Scholars exemplify the College's core values and are expected to lead clubs, societies, and ad hoc events in those fields across their time in the Sixth Form. They are leaders and role models who encourage younger students to also excel in that field. They will be supported by regular training and mentoring by the Head of Sixth and their team, as well as by Departmental Heads who guide and shape leadership activities alongside the scholar. It is also an expectation that scholars maintain their academic grades to a commensurate level with their title. Following receipt of applications, interviews are then held by the Head of Sixth Form alongside a member of the Senior School Leadership team. Heads of Department may also request to see work portfolios or watch and attend sporting or drama fixtures to further assess potential in a given field. Diploma Scholarship offers are made before the Christmas holidays.

External 16+ candidates, hoping to join the College, can also apply for the Diploma Scholarship in November of Year 11. Applications should be made through the on-line registration process. The separate Diploma Scholarship application form will then be sent to candidates allowing them to make a case for which of the six fields of excellence they believe suitable for. Cases may be made for up to two fields of excellence, and outstanding results must be demonstratable in each. Candidates will then be invited to interview with the Head of Sixth Form, or similar, and likely also Diploma Scholarship interviews with the relevant Heads of Department, where portfolios or ability can be assessed.

Subsequently, a scholars' retreat, attended by senior members of staff, is organised in February of Year 11 for those students who have been awarded a Sixth Form Diploma Scholarship. The retreat is open to both successful external new joiners, as well as our successful internal Year 11 students. The Sixth Form Diploma Scholarship attracts a fee remission, rising to a maximum of 35% for candidates who excel in a given field or fields. The maximum aggregate value of non-means tested awards would not usually exceed 35%.

For internal students any co-curricular awards held in Middle School are confirmed during the Trinity Term of Year 10, when Heads of respective Departments review holders' progress. They also might put forward recommendations for students they believe should receive a co-curricular award for the first time, and that this be confirmed throughout Year

11At 16+ current internal co-curricular award holders should apply for entry to Sixth Form as a 'Diploma Scholar' should they want the attendant benefits this award accrues, such as trips and mentoring. Otherwise, a co-curricular award holder simply holds the scholarship as was, through their time in Sixth Form (subject to continuing to meet the yearly criteria for that award).

a. Diploma Scholar – Academic

Criteria

Students with an outstanding academic record of achievement will be invited to apply. It is likely that they will regularly demonstrate levels 8 or 9 in their GCSE topic tests and half-termly assessments. They will be capable and creative thinkers willing to produce new and stimulating research and ideas in their areas of interest. They will be highly articulate and interested in leading discussion and debating groups across different Years during their time as a Diploma Scholar. External 16+ applicants, besides having commensurate grade predictions from their schools, will also have excelled in the reasoning tests they will have sat for application to Sixth Form. We would invite candidates to apply for a Diploma Scholarship on the basis of high scores there. Similarly, external candidates should indicate at point of online application whether they wish to be considered for Diploma Scholarship – Academic.

b. Diploma Scholar – Art & Design

Criteria

The Art Department looks for young artists who are passionate about the subject through developing their own work, by visiting galleries and museums on a regular basis and through having a range of artistic skills that allow for the demonstration of a high level of creativity. They are expected to champion our subject across the year groups, devising & leading weekly group activities with our help, for a minimum two terms per year of Sixth Form.

Assessment Day

The assessment includes drawing tests and interview based on a portfolio of key pieces.

c. Diploma Scholar – Drama

Criteria

Students should have been actively involved in productions throughout their time in education and be able to depict a passion that goes beyond the classroom.

There is no minimum requirement in terms of professional body or amateur group membership but candidates should be able to verbally depict a passion for the subject with supporting examples of your practice in the field. This field of study may include but is not limited to: acting, dance, stage management, costume design, light and sound technician, production management, film or media studies. You will be expected to champion our subject to other years groups in weekly clubs and termly performances, with our help, for a minimum two terms per academic year of Sixth Form.

Assessment Day

Students who specialise in acting should be prepared to perform a two minute monologue from a published play of their choice Whilst dancers should perform a 2 minute piece in a style of their choice. Other specialisms are invited to present a 2 minute portfolio outlining their field of expertise. All candidates will also participate in a short question and answer sessions, with questions derived from their performances/ presentations.

d. Diploma Scholar – Music

Criteria

Candidates are expected to be actively involved in music at their current school as well as outside it (e.g. being part of a choir or orchestra). We welcome applications from students having taken ABRSM or Trinity Board exams as well as Suzuki students. Candidates are required to be at a level akin to at least Grade 6 in their main instrument. On receipt of an award, students will become a lead practitioner of music encouraging other year groups via performance and taught music sessions and they will be expected to take part in both Forder and out-of-hours performances.

Assessment Day

For the Audition, candidates are required to play two contrasting pieces on their chosen instrument (s) (candidates can offer solos on two instruments too) and they need to answer some sight reading and aural questions too. Candidates are also interviewed by the Director of Music.

e. Diploma Scholar – Sport

Criteria

Candidates should be able to evidence a track record of outstanding commitment and performance in their current settings. As a performer, we would expect applicants to be competing at county level or equivalent, depending on the sport they currently participate in. In addition to demonstrating full commitment to our competitive programmes across the Sixth Form, Diploma Scholars will be expected to create and lead weekly clubs with the full support of the department, for a minimum of two terms each academic year.

Assessment Day

Candidates would be observed during a whole afternoon of sporting fixtures at St Dunstan's. Alternatively, we would equally be happy to attend a competitive fixture at the candidate's current school as part of our assessment.

f. Diploma Scholar – Design Engineering

Criteria

The Design Engineering Department is looking for the next generation and Engineers and students with a real passion and aptitude for Design Engineering. Students will be fascinated by how things work and finding modern and practical ways to solve real world problems. They are expected to be subject champions across all year groups and key stages. They will be

required to develop and deliver weekly Forder activities to students in Michaelmas and Lent term for the duration of the Diploma.

Assessment Day

Students are required to produce a portfolio responding to a brief that will be presented to the Head of Design Engineering during an interview.

All Sixth Form Diploma Scholarship Awards are expected to be held for the duration of a student's time in the Sixth Form, provided his / her conduct fulfils expectations as stated in the *Terms and Conditions of Acceptance* and that their progress is in line with College expectations as outlined in our *Scholarship Policy*. Diploma Scholarships are reviewed by the annual Awards Committee, to reflect on progress across the preceding year. Should an ongoing concern be raised in this review, notification will be made to parents and will be revisited in both of the ensuing committee meetings, held at the beginning of Lent and Trinity terms. Should it be necessary to remove an award, one term's notice will be provided.

3 BURSARIES

The bursary programme is designed to help as many as possible of those who meet our entry criteria to take up a place at St Dunstan's. The College offers a number of means-tested awards annually to entrants at Year 7 and Year 12. Bursaries are not usually available for candidates applying to the College outside these entry points.

Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need. To qualify for consideration for a bursary, the gross family income must be below £75,000 per annum. Our assessors, Bursary Administration Limited (BAL), do take into account anything that can be realised as a high value asset. Each case is assessed on its own merits and awards are made accordingly, subject to the College'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 a personal matter. However, the College has a duty to ensure that all bursary awards are well focused, therefore, in addition to current earnings, other factors which will be considered in determining the necessary level of award will include:

- The ability to improve the financial position or earning power of the family – i.e. 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 payment of school fees as would equity values in houses. Families with a second home or buy to let properties will be required to show willingness to release capital accordingly.
- Where parents do not live together, the financial circumstances of both parents' households will be assessed unless there is sufficient evidence that it would not be reasonable to do so. BAL's assessment is based on both parents' ability to contribute to the school fees and

contributions to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.

- Where fees are already being paid to other schools BAL's assessment will take this into account.

Acknowledging that others might have a different view, the College considers that the following would not be consistent with a family in receipt of a bursary:

- Frequent or expensive holidays;
- New or luxury cars including those on hire purchase;
- Investment in significant home improvements which are not required as part of the essential maintenance of the family home;
- A second property/land holdings unless part of a business which is providing adequate income to be considered as such
- Regular, excessive expenditure;
- The use of disposable income to repay loans for any of the above or to repay, for example, Director's loans to personal companies;
- 50% or more equity in the family home

Every year, the number of bursary applicants greatly exceeds the amount of funding available. Bursaries are therefore awarded on the basis of academic merit.

Bursaries are normally offered for a whole academic year and can be up to 110% in exceptional circumstances, covering the cost of uniform, lunches and other essentials. However to ensure that the College is providing the appropriate level of financial assistance an annual review is undertaken for bursary award holders in Years 7 – 10, this review will normally take place in the Trinity term.

All bursary awards are subject to an ongoing duty of disclosure. Along with an annual review families in receipt of a bursary are required to inform the College of any improvement in their financial circumstances, such as an increase in salary or receipt of an inheritance, whenever it occurs, even if it occurs outside of the annual review period.

Bursaries are only offered to families who are resident in the UK. If applications are being made for more than one child at the same time there is no guarantee all applicants will receive the same level of bursary.

The College's practice is to allocate its entire bursary funding, available for the year, on entry. The College's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the College, except in wholly unforeseen circumstances.

To apply for a bursary, families should tick the box on the online registration form and the College Admissions Team will send an activation link to the bursary portal which will allow families to present their financial situation and upload supporting documents.

Forms returned incomplete, without supporting documentation or after the official deadline will not be processed.

The College respects the confidentiality of bursary awards made to families, therefore recipients are expected to do likewise and awards should not be discussed between families.

P10 Admissions- Further Guidance

Please note that an external independent company Bursary Administration Limited will assess all bursary applications received and some bursary offers may be made subject to a home visit taking place.

There are limited funds available for Bursaries each year and they represent a unique opportunity for students who would not otherwise have access to the renaissance education on offer at St Dunstan's College to benefit from a state of the art education. As such, in order to allow St Dunstan's College to offer financial assistance to as many future applicants as possible, we would encourage parents and students who have benefited from such awards to consider their own support as part of their moral obligation, when circumstances may allow them at a later stage in life to support in turn others in need.

The above information is correct as at 03.07.2023