Felsted

# SCHOLARSHIP POLICY

## WHOLE SCHOOL
## INCLUDING EYFS AND BOARDING

| | |
|---|---|
| **Committee normally reviewing:** | Senior Leadership Team - (Including Prep Head) |
| **Date last formally approved:** | Autumn Term 2023 |
| **Date policy became effective:** | Summer Term 2017 |

| | |
|---|---|
| **Period of Review:** | Three Years |
| **Next Review Date:** | Autumn Term 2026 |

| | |
|---|---|
| **Person responsible for implementation and monitoring:** | Heads<br>Chief Finance Officer (CFO) |
| **Other relevant policies:** | • Bursary Policy<br>• Admissions Policy<br>• Scholarships Information Booklet |

## The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

***Aims and Ethos***

***SAFEGUARDING STATEMENT***
***Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection) Policy and the Staff Behaviour Policy'.***

***EQUAL OPPORTUNITIES STATEMENT***
***The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.***

# Felsted School Scholarship Policy

Felsted School offers scholarships and awards at Year 7, Year 9 and Sixth Form entry. Assessment is based on performance in the Felsted School entrance assessments as appropriate to the point of entry. The current Headteacher's reference, an interview and (where relevant) portfolio of previous achievements also play an important part of the assessment process. Scholarships will be offered to the best performing students in any year, but any successful applicant must also reach the specified standard for an award, as outlined in the Scholarship Information Booklet.

The School celebrates all scholarship achievements and students who are awarded scholarships gain an important benefit in terms of references, admissions, job applications and public recognition. In addition, all successful applicants are expected to sign the school's 'expectations of a scholar' (see appendix one), to confirm that they accept the terms of the award. This will include additional provision in the area of excellence, and in return will place expectations on the award holder in terms of behaviour, effort and attitude.

Most scholarships will have a fee remission attached to them. The maximum standard scholarship award is a 20% remission of fees (although in exceptional circumstances, the Head may make a discretionary award in addition to this). 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 remission to a designated bursaries fund. In being awarded a scholarship, and subject to means testing and funds being available, parents may apply for further remission through a 'top-up' bursary. All scholarships are reviewed on an annual basis (as are all bursaries, see Bursary Policy), but subject to satisfactory review, remain valid throughout the student's time at Felsted School.

Mary Skill Awards (MSAs) are available and are given to applicants who show particular promise or commitment in one area of school life, but are not yet at scholarship level. The cost of weekly individual instrumental/LAMDA lessons is met by the school for MSA Award Holders in Music (one instrument) and Drama (one discipline).

**Year 7 entry**

The following Scholarships are available for exceptional performers at Year 7 entry: Academic, Music and Sport. Mary Skill Awards are also available in Art, Drama and Design, Technology and Engineering.

**Year 9 entry**

Scholarships are available at Year 9 entry (including for transfer from Felsted Preparatory School) for: Academic, Music, Art, Drama, Sport and Design, Technology and Engineering.

**Year 12**

The following Scholarships are available at Year 12 entry: Academic, Music, Art, Drama, Sport, and Design & Technology and Engineering. Internal candidates may be considered for these awards, if they have shown exceptional progress, and will be assessed against external candidates.

In addition to these standard awards, there are also two named scholarships:

**Hunter Scholarship** - for an exceptional Science student (Year 12 entry or internal)
**Wallis Scholarship** - for an exceptional Maths student (Year 12 entry or internal)

In both cases, candidates are expected to be aiming for top university entrance in the relevant field.

The School also offers a Junior Guildhall-Felsted Scholarship for outstanding musicians. Where a music scholar earns a place at the Junior Guildhall, the school will support their tuition fees at the Junior Guildhall (up to a maximum of £5,000 per annum), in place of providing subsidised instrumental tuition at Felsted.

**Notes**

1. Normally, if a pupil does not enter the school at one of the entry points, it will not be possible to be put forward for an award. However, the Head may choose to assess him or her for an award, using relative criteria.

2. There is no finite number of awards available, although there is a limit to the funding available. The Heads and the CFO will ensure fairness, within these limits.

**Scholarship: Conditions of Award**

1. An award is granted at the sole discretion of Felsted School.
2. The student who is the subject of an award is required to work hard and contribute positively to the life of the School, and to set a good example to others.
3. The parents of an award holder are expected to support and encourage the student in achieving the purposes of the award, in support of the school.
4. Awards will continue as long as the annual review is satisfactory, and the school maintaining the financial resources to maintain the award.
5. The value and terms and conditions of the award shall remain confidential between the Parents and the Student and the School.
6. The award may be terminated on the following grounds (with one term's notice in writing)
   a. The parents have not satisfied the school's financial requirements
   b. The school is no longer able to continue the award
   c. The annual review was not satisfactory and the award holder has failed to respond to appropriate targets for improvement. If behaviour is such that the student has been asked to leave the school, the award will cease immediately, and without notice.
7. Information on Bursaries can be found in the Bursary Policy.
8. Each area will have expectations for an award holder, which will be sent to parents and the award holder at the time of the award being given.

**ANNUAL REVIEW PROCESS:**

1. If there are concerns about performance and progress of an award holder, targets will be set mid-year, for end of year review. These targets will be confirmed in writing to parents of the award holder.
2. In the normal process, the outcome of the annual review will be communicated to parents to confirm continuation of the award into the next academic year, by the relevant Head of Department.
3. The Head's decision is final in relation to all awards, and the school reserves the right to change its admissions and scholarship policies at any time, if necessary.

**OTHER RELEVANT DOCUMENTS:**

1. Please refer to the Scholarship Information Booklet for further information relating to specific awards.
2. Please refer to the Bursary Policy for further information on means-tested support.
3. Please refer to the Admissions Procedure (Prep School) Admissions Policy (Senior School) for further information on general admissions process and procedure.

## Appendix 1

## Felsted School Award Holders – General Expectations

1. Award holders are expected to commit to the School

2. Award holders are expected to set a lead among their peer group in relation to behaviour, leadership and attitude to the School

3. Award holders are expected to achieve excellent effort grades across entire range of subjects, and high levels of achievement (as appropriate to the individual)

4. Award holders are expected to promote their particular area of expertise among their peer group, through external activities, and in all ways

5. Award holders are required to have an annual review of their award, to be carried out by the Head, or whomever the Head selects to carry out the review

6. Awards can be reduced or taken away following unsatisfactory review, but can also be confirmed or increased following outstanding review

7. The School provides opportunities and/or experiences for Award holders to maximise potential and develop their area of expertise to the best level possible

## Appendix 2

### Mary Skill Awards

Mary Skill Awards can be awarded in a wide range of disciplines; although the candidate may not have reached Scholarship standard, these awards recognise and value a student's commitment and enthusiasm. For Year 7 entry, candidates can apply separately. For Years 9 and 12 entry, candidates who choose to take the Scholarship assessment may be awarded a Scholarship or a Mary Skill Award. These awards may also be used to celebrate good performances in the entrance assessment or to recognise a candidate's involvement in a number of areas or excellence in a single activity.