



Heathfield Knoll School

Scholarship Policy

This policy is supported and complemented by the following policies:

- Admissions
- Assessment
- Bursary

Key personnel:

- | | |
|--------------|------------------|
| • Headmaster | Lawrence Collins |
| • Admissions | Julie Onions |

This document is reviewed annually by L. Collins, Headmaster, as events or legislation change require.

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1 Heathfield Knoll School Scholarship Policy

Heathfield Knoll School traditionally offers scholarships and awards at Year 7 and Year 9 entry. In exceptional circumstances, a scholarship or award may be considered for entry into other year groups of the school (see 1.3 Notes). Assessment is based on performance in the Heathfield Knoll 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.

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 25% remission of fees (although in exceptional circumstances, the Headmaster 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 Heathfield Knoll School.

1.1 Year 7 entry

The following Scholarships are available for exceptional performers at Year 7 entry: Academic, Music, Sport, Art and Drama.

1.2 Year 9 entry

The following Scholarships are available for exceptional performers at Year 9 entry: Academic, Music, Sport, Art and Drama.

1.3 Notes

1. Normally, if a pupil does not enter the school at one of the traditional entry points, it will not be possible to be put forward for an award. However, the Headmaster 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 Headmaster and the Office Manager will seek to ensure fairness, within these limits.

1.4 Scholarship: Conditions of Award

1. An award is granted at the sole discretion of Heathfield Knoll 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.

2 The Awards

2.1 Academic

Academic scholars are expected to maintain a ranking (calculated as an average over all their subjects) in the top 25% of their year group throughout their school career. The relevant rankings refer to performance in school exams and in progress grades. Failure to maintain a high level of academic achievement is likely to trigger the withdrawal of the award following the process outlined below.

2.2 Music

Music scholarships are awarded mainly based on performance in musical tests but also taking into consideration the supporting reference and information regarding previous experience in performing.

Music scholars are expected to take part in all the main musical activities at the school and off site, so far as means permit, as specified by the Director of Music. Music scholars are normally expected to study music to GCSE standard

2.3 Art

Art scholarships are awarded based on submission of a portfolio of work for scrutiny. Short-listed candidates attend an interview.

Art scholars are expected to take part in all the main artistic activities at the school and off site, as specified by the head of Art and as means permit. Art scholars should study art to GCSE standard.

2.4 Drama

Drama scholarships are awarded mainly on the reference and supporting evidence submitted by candidates, detailing previous experience or commitment to drama.

Drama scholars are expected to take part in all the main drama activities at the school. Drama scholars are usually expected to study the subject to GCSE standard.

2.5 Sport

Sport scholarships will, in part, be made on the basis of performance at the assessment day but also take into consideration the supporting reference(s) and curriculum vitae i.e. it is essential for candidates to have previous experience of playing sport at a high level at their current school and also preferably outside of school. The key is to be able to demonstrate a high level of performance and achievement in sport.

Sports scholars are expected to take a leading role in at least one of the major sports at HKS (for boys: rugby, football and cricket; for girls: netball, hockey and rounders). Sports scholars are not required to study P.E. at GCSE although they are encouraged to do so. All sports scholars, however, must contribute to school sport in a substantive way. Representation of the school, when required, is a key requirement.

3 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 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 Headmaster.
3. The Headmaster'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.

4 Other relevant documents

1. Please refer to the Bursary Policy for further information on means-tested support.
2. Please refer to the Admissions Policy for further information on general admissions process and procedure.



Appendix 1

Heathfield Knoll 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