Heathfield Knoll School

Scholarship Policy

This policy is supported and complemented by the following policies:

- Admissions
- Assessment
- Bursary

Key personnel:

Headteacher	Lawrence Collins
Admissions	Julie Onions

This document is reviewed at least annually by L.Collins, Headteacher or as events change or legislation requires. This is then approved by the Governing Board.

The CEO of Aldates Global Education Ltd and Chair of the Governing Board is Claudia Bickford-Smith.
The Governors have the skills to support and advise the school in its decision making.

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1. Heathfield Knoll School Scholarship Policy

Heathfield Knoll School traditionally offers scholarships and awards at the Year 7 and Year 9 entry points. 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. Under normal circumstances, the current Headteacher's reference, an interview and (where relevant) a portfolio of previous achievements also play an essential part in 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 essential 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 provisions 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 Headteacher may make a discretionary award in addition to this). If parents do not require the fee remission attached to a scholarship to afford the school fees, they are invited to donate part or all of the remission to the school bursary 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 annually (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 (performing arts).

1.2 Year 9 entry

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

1.3 Notes

1. Normally, if a pupil does not enter the school at one of the traditional entry points, they will not be eligible for an award. However, the Headteacher 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 Headteacher and the Office Manager will seek to ensure fairness, within these limits.
3. Candidates from Year 5 may be considered for a scholarship if their application is particularly strong and especially merit-worthy.

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 supports 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 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 references and information regarding previous experience in performing.

Music scholars are expected to participate in all the main musical activities at the school and off-site, to the extent permitted, as specified by the Director of Music. Music scholars are typically expected to study music to GCSE standard

2.3 Art

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

Art scholars are expected to participate 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 are expected to study art to GCSE standard.

2.4 Drama

Drama scholarships are awarded primarily based on the references and supporting evidence submitted by candidates, detailing their 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 expected to study the subject to GCSE standard.

2.5 Sport

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

Sports scholars are expected to take a leading role in at least one of the major sports at Heathfield Knoll School (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 substantively contribute to school sport. Representation of the school, when required, is a key requirement.

3. Annual review process

If there are concerns about the performance and progress of an award holder, targets will be set mid-year for review at the end of the year. These targets will be confirmed in writing to the parents of the award holder.

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 Headteacher.

The Headteacher's decision is final in relation to all awards. 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 the general admissions process and procedure.

5. Amendments to the policy:

Aug 22	Staffing changes	L. Collins
Aug 23	Minor edit - to include pupils from Year 5	L. Collins
Mar 24	Changes Local Advisory Board to Governors	T. Stooksbury
July 24	Minor edits to the text to improve clarity	L. Collins
Oct 24	Change company name	T. Stooksbury
July 25	Minor edits to the text to improve clarity	L. Collins

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