

Awards Policy

*(Reviewer; Darren Carpenter January 2023)
Reviewed by SMT January 2023)*

1. General

The Council of Hurstpierpoint College is committed to

1. attracting pupils of the highest calibre to the College through scholarships and other awards; and
2. broadening access to the College by offering means-tested financial support in the form of bursaries to eligible parents (or guardians) to assist with the payment of College's fees.

The College will set aside funds from its regular charitable income to provide scholarships and bursaries within limits which will be agreed annually by the Council of Governors, at whose ultimate discretion all awards are made.

2. Scholarships

Scholarships are available to pupils entering the College at ages 11+, 13+ and 16+ (including pupils entering the Senior School from the Prep School at 13+). Scholarship awards – which are not subject to means testing – may be awarded for academic potential or excellence in the fields of music, art, drama, dance and sport.

The criteria for awards and the application process are detailed in the College Scholarship information booklets which are published annually.

3. Bursarial Awards

In addition, financial support in the form of means-tested bursaries is also available for parents unable to afford the standard fees. Bursaries are provided following an external review process, and may in exceptional circumstances be available to meet up to 100% of basic fees as well as certain other necessary costs depending on the personal circumstances of the applicants.

Requests for financial support will be expected to fall into one of two categories:

- New applicants to the College, where a scholarship or other award has been granted but parents/guardians are unable to fund the remaining tuition fees.
- Existing pupils, where due to a change in parental circumstances there are difficulties meeting the tuition fees which might lead to the child being withdrawn at a critical stage of his/her education.

Bursarial awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on the prevailing circumstances.

It should be noted that bursarial funds are limited and the College will operate a system for prioritising competing claims for bursarial support.

4. New Applicants to the College

Awareness: Information provided by the College alerting the parents/guardians of potential pupils to the possibility of gaining supplementary, means-tested financial support with the payment of Colleges fees is included in:

The College prospectus information booklet;

- The College scholarship information booklets;
- Information included on the College web site;
- Information given to potential sixth-form entrants at local maintained schools; and
- Letters sent to the parents of successful applicants for scholarships and other awards.

The Application Process: Bursaries may be made available to parents/guardians of children entering the Senior School at any age. They are granted as supplements to academic and other awards at the discretion of the Governors. The Head of College and CFO are responsible for the management and coordination of the process.

- **Step One.** Parents/guardians seeking a bursary are required to complete an application form provided by Bursary Administration Limited (BAL) which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, is available from the Executive Assistant to the CFO and must be accompanied by full documentary evidence as requested. The completed forms, together with the necessary documentary evidence, are to be submitted to BAL in accordance with the published timescales, which are available from the Admissions team.
- **Step Two.** BAL will assess all applications against an agreed criteria, to establish the likely level of support which will be required in order to allow the child to attend (or to remain at) the College. Following a desktop review, a member of BAL will contact the parents/guardians to arrange a meeting, which may take place online or in person at parents/guardians' home, to ensure the information has been correctly interpreted and the basis of the financial assessment is fair. Parents/guardians should make themselves available when requested as this is an important step in the process. BAL will provide a written report and recommendation for the College's consideration.
- **Step Three.** Applications will be considered by an awards panel operating on behalf of the Governors, which will normally comprise the Head of College, CFO and Deputy Head of College. Additional panel members may be involved where appropriate. The panel will decide whether the College is able to provide support at the level required, which will depend upon the level of funding available and the relative claims of other applicants.
- **Step Four.** Applicants are advised of the awards panel's decision. Any bursary offer will be provisional subject to the receipt of up-to-date financial information (including tax returns for the current year) which must be provided by the end of May.
- **Step Five.** The parents/guardians are required, in writing (email is acceptable) to accepting the place at the College and an acknowledgement agreeing to any conditions relating to the bursary.

The Case for Assistance: The Awards Panel will consider a number of factors when assessing the justification for providing support and the level of support. In the main however, the child's suitability for the College is the first consideration.

- Suitability. In normal circumstances an applicant must be in receipt of a relevant scholarship or other award from the College but, in assessing a child's suitability,

attention will be given to the achievements and potential of each applicant in their particular field of excellence, and previous school reports will be consulted for evidence of good behaviour. Bursary funds are limited and those judged likely to gain most from the educational provision will be deemed the most suitable and given priority. In general, applicants with academic awards will be expected to have a Non-Verbal Reasoning score of 130+ and applicants in other categories a NVR score of 120+, but each pupil to whom support is offered must, in the opinion of the relevant Head of School, be likely to make sound all-round progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the College.

- Financial Limitations. The amount of a bursarial award is not influenced by the level of ability of the child but by the extent of need. 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 its overall budget. We recognise that judgements about what sacrifices a family should make to pay school fees will be personal, but the College has a duty to ensure that all awards do represent the best use of charitable funds and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:
 - The ability to improve the financial position or earning power of the family. For example, 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 dependents, or in exceptional case, the requirements of their partner's work.
 - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of College fees, as would equity values (above £250,000) in houses.
 - In cases of separation, the contribution made by and the means of the absent parent unless a Court Order is in place limiting the contribution or involvement of the absent parent.
 - Contribution to household costs by other, wider, family members, by any adults unrelated to the child or by outside sources.
 - Where fees are being paid to other schools (or universities) the College's grant may take into account these outgoings. However, it will be assumed that an equivalent level of bursarial support will be provided by the other school(s) involved.
 - Outwardly extravagant personal expenditure. For example (and acknowledging that others may have a different view) the College considers that the following would not be consistent with the receipt of a bursary:
 - Frequent or expensive holidays
 - New or luxury cars
 - Investment in significant home improvements
 - A second property or land holdings.
- Other Factors. It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
 - Where a child has siblings at the College.
 - Where the social needs of the child are relevant (e.g.: may be suffering from bullying at their present school).
 - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.

- Where a separation has resulted in the child having to be withdrawn from the College, adding to the stress of coping with the parents/guardians separating.

5. Existing Pupils - Change in Family Circumstances

Within overall budget funding, the College will in normal circumstances set aside each year a Hardship Fund, for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award.

Parents/guardians who have had a child at the College for at least twelve months and whose financial circumstances suddenly change may apply for a bursary to the CFO, explaining their situation and using the standard application form available from the Executive Assistant to the CFO at the College.

Such awards, which will usually be for a limited term, are subject to the availability of funding and cannot be guaranteed. Priority will be given to those children who are approaching a critical stage in their education; the aim generally being that they should not have to leave the College close to public examinations.

6. Annual Review

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms in the Spring term of each year return, and up-to-date financial information is required, including a completed tax return for the tax year ended the previous month where appropriate.

Scholarship awards or bursaries may be reduced or withdrawn at any time if, in the opinion of the Head of College, a pupil's attendance, progress, attitude or behaviour has been unsatisfactory, or where the parents/guardians have failed to support the College, for example by the late payment of any contribution they are making to the fees.

7. Confidentiality

The College respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

8. Other Sources of Bursary Assistance

In addition to the College's bursary Fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and, due to a change of circumstances, may be unable to remain. Hurst encourages parents/guardians to apply for support where it is felt a good case can be made for assistance.