



## **Fee Assistance (Bursaries) and Means Tested Scholarships Policy**

### ***Bursaries (assistance with fees)***

The school's bursary fund exists to provide an educational opportunity for capable pupils who may not be able to afford the full school fees. In recent years Emanuel has sought to grow its capacity to support such prospective and current pupils. Further details of our campaign can be found on the school's website and by contacting the development team ([development@emanuel.org.uk](mailto:development@emanuel.org.uk)).

Bursaries are guaranteed for one year after which the award will be reviewed annually. The school does not guarantee that a bursary will be held for the duration of a pupil's career at the school and the amount may be adjusted depending on information given in the annual return.

Since the funding for bursaries is restricted, bursaries are given to pupils in order of merit. For those pupils entering the school at 11+, 13+ and 16+, merit for academic bursaries is determined by the performance of the student in the entrance exams. For those students already at the school performance will be determined by the rank order within the year group based on progress report grades and/or the latest school exams (those taken at Christmas, Spring or in the Summer term). The pupils' behaviour record will also be taken into account – bursaries will not be awarded to pupils whose behaviour, in the opinion of the headmaster, is unsatisfactory. For co-curricular bursaries merit is determined by the award of a co-curricular scholarship or very high achievement in art, music, drama or sport (i.e. the bursary can then be given to “top up” an award).

Once a pupil has “qualified” for bursary assistance on the basis of merit and behaviour, the size of the award will be based on the information provided to the school by the parents as part of the Bursary Application Form (and supporting documentation). The headmaster or the director of finance and administration may also ask to meet with the parents to discuss the details and possible duration of the award.

Throughout the tenure of the award pupils who hold academic bursaries are expected to retain a ranking position in progress reports and/or internal examinations within the top half of the year group. Bursaries will not be awarded or renewed, if the pupil's performance places him/her outside the top half of the achievement rankings (this rule is necessary as demand for bursaries always exceeds supply). Also, if a pupil's behaviour record is poor in the opinion of the headmaster, then the award may be withdrawn with one term's notice.

Note that, for historical reasons, there are special bursaries available for clergy in some of the parishes in Westminster and Chelsea. Please contact the director of finance and administration for further details.

### **Existing bursaries**

Parents of pupils who currently hold bursaries are required to complete a school bursary form annually and to provide proof of earnings (usually a P60 and a copy of the latest tax return). Note that the bursary can be withdrawn, with one term's notice, if any of the following apply:

- a) If the parents' income, savings and financial situation has significantly improved since the bursary was first given, and exceeds the stated thresholds



## Emanuel School

- b) for academic bursaries if the pupil's academic performance is such that the student is no longer placed in the top half of the year group (based on rankings of progress reports and/or internal exams)
- c) for co-curricular bursaries if the scholarship in art, music, drama or sport is withdrawn
- d) if a pupil's behaviour record, in the opinion of the headmaster, is poor.

The headmaster reserves the right to make a home visit or to delegate this task to another teacher and/or the director of finance and administration, to help him or his colleagues assess the need of the parents for bursary support.

### ***Means Tested Scholarships***

It is possible for scholarships to be awarded to bursary applicants, in which case they are defined as "means tested scholarships" which is important for internal and Independent Schools Council reporting requirements. Such scholarships can be "topped up" with additional bursary awards (of up to 100% in exceptional cases).