

FEE ASSISTANCE POLICY (Scholarships, Bursaries etc) – effective 12 December 2020

The School offers a range of fee assistance so as to enable as many suitable pupils as possible, from a diverse variety of backgrounds and circumstances, to benefit from the education we offer. The purpose of this policy is to set out the main types of fee assistance offered along with details of how applications can be made and are decided. Finally, the policy sets out how the various forms of fee assistance may and may not be combined.

Please note that not every form of fee assistance can be combined. For further details please see section 5.0 below.

1.0 Scholarships

These may be awarded to an existing Senior School pupil or a new entrant to the Senior School who, through their application for a scholarship along with supporting evidence, shows significant skill and achievement in one of the following categories: academic ability, sport, art, drama or music.

1.1 Academic Scholarships

The Charles Dickens 11+ Scholarship Award Examinations

The school offers annually a number of academic scholarships, worth **up to 100%** fee assistance towards school fees, for which our students in Remove and for external pupils in Year 6 elsewhere can be assessed. The examinations are similar to the Kent and Medway 11+ tests and students are tested in English, Maths, verbal and non-verbal reasoning. Students who show a high academic ability may subsequently be offered a place in our Shell year group (Year 7) here at Gad's Hill with an accompanying scholarship which will see fees reduced by **up to 100%** for the duration of that child's secondary education here (subject to the usual conditions attached to any scholarship award). To qualify for the scholarship, applicants are required to attend Gad's Hill School for the scholarship assessment which is usually held in September each year.

Other Academic Scholarships

Parents of pupils or prospective pupils in other year groups may apply for an academic scholarship for their child. In order to be considered for a scholarship, it will be necessary to show skill and achievement well in excess of a typical pupil of similar age. Academic scholars will achieve exceptional academic grades and applications should be supported by documentation from tutors, class teachers, school reports etc. On receipt of the application the school will ask relevant members of our staff their professional opinion in respect of the pupils' ability. If the school is satisfied that the pupil is of an exceptional ability and that other entrance criteria are met then it may make an award of between 10–40% fee assistance towards school fees, subject to the usual conditions attached to scholarship awards.

1.2 Non-Academic Scholarships

In addition to academic scholarships, the school also offers a number of non-academic awards, for children who show exceptional talent in sport, drama, art and music. The table below is intended to be an indicative guide to the minimum requirements for consideration for a non-academic scholarship at Gad's Hill School. An application for such an award would need to be supported by accompanying evidence and relevant members of our school staff would be asked to help assess the child's suitability. These awards are in high demand and the School is only able to offer a certain number of scholarships. Meeting all the criteria below, therefore, does not

automatically entitle an applicant to a scholarship, but means that the application will be considered. The School will then make a final decision, with the scope to make an award of between 10-40% fee assistance towards school fees, subject to the conditions set out in the policy,

1.3 Indicative Non-Academic Fee Assistance – all subject to application, availability of funds and continued parental and pupil commitment to the school and its values

Fee Assistance	Sport	Art	Drama	Music
10%	Competing at District level Regional ISA top 3.	Strong portfolio submitted containing at least 50 pieces of work using a variety of media. Demonstrates talent and passion for art	Performed leading roles in school productions.	Music Exam grades two levels higher than expected for peers. Outstanding ability (via audition) on an instrument or voice. Strong performance at the Spring Music Festival (<i>existing pupils</i>).
20%	Competing at County level National ISA top 3.	Strong portfolio submitted containing at least 50 pieces of work using a variety of media. Local / County exhibitions or competitions.	Performs with amateur theatre school.	Achieved good place at local/ district competitions. Performs regularly in public with a band or orchestra. Participation at all the major Gad's Hill musical events (<i>existing pupils</i>).
30%	Competing at Regional Open level.	Strong portfolio submitted containing at least 50 pieces of work using a variety of media. Regional exhibitions or competitions.	Performs with a local theatre.	Performs with regional bands or orchestras and has participated in a number of concerts or competitions. Plays a leading role in promoting the School at high-profile School occasions (<i>existing pupils</i>).
40%	Competing at National Open level.	Strong portfolio submitted containing at least 50 pieces of work using a variety of media. National exhibitions or competitions.	Performs with National theatre or West End professional performance.	Performs as part of nationally renowned orchestra.

1.4 Criteria for Scholarship

In order to secure a scholarship it will be necessary to show skill and achievement well in excess of a typical pupil of similar age. For example a music scholar would need to be performing several grades higher than their peers. Drama scholars would have an established record of leading roles in external and internal productions. Sports scholars will be expected to play at a district, county or national level at their age group in their chosen sport. Academic scholars will achieve exceptional academic grades. Applications should be supported by documentation from external coaches, tutors, directors etc.

On receipt of the application the school will ask the relevant member of staff for that subject department their professional opinion in respect of the pupils' ability.

If the school is satisfied that the pupil is of an exceptional ability and that other entrance criteria are met then it may make an appropriate award of fee assistance.

All scholarship holders are expected to uphold the values and ethos of the school and to have a good behavioural record, making a positive impact on the school community.

1.5 Procedures to apply for Scholarships

Parents of pupils who feel that they meet the criteria for the award of a funded scholarship should, following a successful taster/assessment day, make an application to be considered for a scholarship. In the application they will be asked to provide evidence of their achievements. The Headmaster's PA or Admissions Manager will forward an application form on request.

2.0 Bursaries

Due to the ongoing Coronavirus pandemic the School is, for the moment, prioritising continuity of education for **existing** bursary recipients and is therefore **only** able to consider new applications in the following circumstances:

1. To new applicants to the School, where a child is a "Looked After Child" (i.e. in the care of a local authority) and the Headmaster is of the opinion that the child would benefit particularly from the education available at Gad's Hill School;
2. To existing pupils where an unavoidable change in parents'/guardians' circumstances (such as a death) has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

2.1 The Case for Assistance – Prospective Pupils

The School will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the School is the first consideration in granting support. Given the ongoing Coronavirus pandemic, the School is currently only able to consider Bursary support for a prospective pupil where he child is a "Looked After Child" i.e. in the care of a Local Authority.

2.2 The Case for Assistance – Existing Pupils – Change in Family Circumstances

Parents/guardians with a child at the School whose financial circumstances suddenly change unavoidably may apply for support via the Bursar, explaining their situation.

2.3 Procedure for Bursary Applications

Awareness

Information provided by the School alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of school fees is included on the School website.

Level of Assistance

The level of assistance provided will be dependent on family circumstances and a detailed assessment of their assets, liabilities and day-to-day finances. Costs directly related to education, such as, examination fees, and trips which are considered to be part of the course to be studied, such as field trips, may be covered. Other more “recreational” trips, such as ski trips or sports tours, would not be considered for support.

The Application Process

Bursaries may be made available to parents/guardians of children entering or already at the School subject to the limitations set out at section 1.0 above. They are awarded at the discretion of the Governors. The Bursar is responsible for the management and coordination of the process.

- **Step One.** To be considered for fee assistance, all applicants must have completed the relevant assessment process for entry to the School to establish the financial circumstances of the household. The form, which requests details of income and capital, must be accompanied by full documentary evidence. **In the context of prospective pupils, a full application for admission should have been made too, along with successful assessment at an appropriate Taster/Assessment Day.**

The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar. For divorced/separated parents/guardians, financial details will be required from each party. This will be acquired through the completion of separate forms which will not be shared with the other party to preserve confidentiality.

However, it is possible that in communicating the outcome of the application, some indication of information may be given to the first party of the second’s resources, coupled with information which the School publishes generally as levels of assistance. For instance, if the application is unsuccessful as a result of a significant income of one party, but the other party is in receipt of a very modest income. Parties entering this process must accept that this is a possible outcome.

- **Step Two.** The Bursar prepares a recommendation which is considered with the Headmaster and the Finance Committee.
- **Step Three.** The parents/guardians are advised whether their application for assistance has been successful and if so, the level of the award.
- **Step Four.** Parents/guardians are then required to accept the place offered and an acknowledgement agreeing to any conditions relating to the fee assistance.

3.0 Senior Sibling Fee Assistance – for families with TWO or more children at the school (excluding Nursery), at least one of which is in the Senior School

Gad’s Hill School recognises the benefits offered to pupils and parents alike of being an “all through” school for pupils aged 3 to 16 and therefore offers “Senior Sibling Fee Assistance” which is applied automatically for families with **two or more** children at the school (excluding any in the Nursery), at least one of which is in the Senior School. Subject to section 6.0 below, senior sibling fee assistance will be applied to the senior school child(ren) at a value of 5% assistance against our standard fees.

For the purpose of this form of fee assistance pupils will be deemed to be siblings if they have at least one common parent, either biological or legally adopted.

4.0 Family Fee Assistance Guarantee – for families with THREE or more children at the school (excluding Nursery)

Taking further the principles set out above, Gad’s Hill School offers a Family Fee Assistance Guarantee for larger families meaning that families with three or more children at the school, excluding any children in the Nursery, will receive at least 20% fee assistance on all but their two youngest children. The guarantee operates as follows:

- The guarantee applies to families with three or more “eligible” children in the school during the term relevant for invoicing purposes
- “Eligible” children are those full-time pupils in Reception or above i.e. all full-time pupils apart from those in the Nursery
- The “family fee assistance guarantee” is applied to all but the two youngest eligible children (i.e. a family with three eligible children receives the guarantee in respect of the eldest child. For a family with four it would be for the two eldest and so on)
- As a “family fee assistance guarantee”, the actual level of assistance applied depends on the specifics of each family, particularly with regard to any other fee assistance already in place. For a family with five eligible children, if the eldest pupil were already in receipt of a 30% scholarship, no further assistance would be applied. If the second eldest were in receipt of a 10% scholarship, top-up fee assistance of 10% would be applied to meet the guarantee of at least 20% fee assistance. If the third eldest child were due to be charged full fees, 20% fee assistance would be applied to meet the guarantee.

For the purpose of this form of fee assistance pupils will be deemed to be siblings if they have at least one common parent, either biological or legally adopted.

Annex A shows some examples of how the Family Fee Assistance Guarantee would be applied in specimen cases.

For the avoidance of doubt, any children from the family not receiving the family fee assistance guarantee **would** be eligible for Senior sibling fee assistance if appropriate, and subject to section 5.0 below.

5.0 Multiple Awards

Where a pupil is potentially eligible for more than one form of fee assistance they will only be applied in combinations as set out in the table below and in the event of any conflict, as determined by the Bursar in his absolute discretion. If you wish to explore a particular set of circumstances with regard to fee assistance, you are encouraged to contact the Bursar, in confidence, who will aim to resolve any queries you may have.

	Receive HIGHER OF	ADD	ADD
For 1 st and 2 nd eligible children (i.e. full time pupils other than Nursery pupils) (YOUNGER CHILDREN)	<ul style="list-style-type: none"> Staff fee assistance or scholarship fee assistance 	<ul style="list-style-type: none"> 5% Senior Sibling Fee Assistance for child(ren) in the senior school with sibling(s) anywhere in the school subject to the child receiving no more than 100% fee assistance overall 	<ul style="list-style-type: none"> Means-tested bursary if awarded
For 3 rd and subsequent eligible children (i.e. full time pupils other than Nursery pupils) (ELDER CHILDREN)		<ul style="list-style-type: none"> Family fee assistance guarantee to bring fees down to 80% if not already at that level due to other fee assistance 	

6.0 Annual Review

All bursary awards are subject to review each year. Pupils in receipt of a Bursary must reapply on an annual basis. A detailed timetable will be provided each year however dates will be roughly as follows:

- Applications must be received by the school by 1st February each year for support to commence or be continued the following academic year;
- All applications will be considered by the Finance Committee during their meetings in February & March that year;
- Awards may vary upwards or downwards, depending on parental circumstances, pupil performance and available funds;
- Parents will be notified of the outcome before the Easter break.

For those previously in receipt of awards, the Resources Committee (and Headmaster in cases of urgency) have the discretion to reduce or withdraw an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

The Annual review will also focus on the Pupil's contribution and performance, as set out in the award letter. Where the Headmaster or Resources Committee believes that these conditions are not being met, the award may be withdrawn, or reduced.

Once the Resources Committee have made their decisions parents will be informed of the outcome.

7.0 Repayment

Bursaries or Scholarships are funded by the school and are awarded on the understanding that the pupil will remain at Gad's Hill School for the duration of the child's education until the completion of their GCSE year. If the pupil is withdrawn from the school by their parents to attend another school. Or, if the pupil is permanently excluded as a result of their conduct, behavior or as a result of non-payment of school fees then the parents will be required to refund to the school the fee assistance applied in respect of the bursary or scholarship awarded.

For example, a Year 7 pupil benefits from 40% fee assistance towards school fees as a result of a bursary. For the purpose of this example imagine that standard school fees for the academic year are £10,000. The pupil's parents would therefore pay £6,000 per year. If the pupil then left the school after two years of receiving this fee assistance (and therefore prior to his/her GCSE year) then the parents would be liable to repay to the school an amount equal to the 40% fee assistance they had received over the two years. In this example this would equate to a sum of £8,000.

Parents entering into an agreement to receive a Bursary or Scholarship from the school must undertake to repay any fee assistance given should their child leave Gad's Hill School prior to the end of their GCSE year.

8.0 Confidentiality

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

9.0 Other Sources of Fee Assistance

In addition to the School's Funds, 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. The School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the Bursar.

Staff responsible: BG

Reviewed: November 2020

Review date: As appropriate

Governor responsible: Kirsty Hillocks

Annex A - Worked Examples of Senior Sibling Fee Assistance and Family Fee Assistance Guarantee (Green highlight)**Family A – three children – 1 in KN, 1 in Junior School, 1 in Senior School**

	Children in Nursery 	Children in KR to Remove 	Children in Shell to U5 
Starting Point	Early years funded hours plus chargeable sessions as appropriate	Full fees	Full Fees
Senior Sibling Fee Assistance	None	None	5%
Family Fee Assistance Guarantee	None	None	None as one of only two eligible children
Total Fee Assistance	None	None	5%

Family B – four children – 1 in KN, 2 in Junior School, 1 in Senior School

	Children in Nursery 	Children in KR to Remove		Children in Shell to U5 
				
Starting Point	Early years funded hours plus chargeable sessions as appropriate	Full fees	Full fees	Full Fees
Senior Sibling Fee Assistance	None	None	None	5%
Family Fee Assistance Guarantee	None	None	None	15%
Total Fee Assistance	None	None	None	20%

Family C - three children - 1 in Nursery, 2 in Senior School

	Children in Nursery 	Children in KR to Remove None	Children in Shell to U5	
				
Starting Point	Early years funded hours plus chargeable sessions as appropriate	N/A	10% Drama Scholarship	Full fees
Senior Sibling Fee Assistance	None	N/A	5%	5%
Family Fee Assistance Guarantee	None	N/A	None as one of only two eligible children	None as one of only two eligible children
Total Fee Assistance	None	N/A	15%	5%

Family D - three children - 1 in Kindergarten (not Nursery), 2 in Senior School

	Children in Nursery None	Children in KR to Remove 	Children in Shell to U5	
			 (younger)	 (older)
Starting Point	N/A	Full fees	10% Drama Scholarship	Full fees
Senior Sibling Fee Assistance	N/A	None	5%	5%
Family Fee Assistance Guarantee	N/A	None	None	15%
Total Fee Assistance	N/A	None	15%	20%

Family E - three children - all in Junior School

	Children in Nursery	Children in KR to Remove			Children in Shell to U5
					
	None				None
Starting Point	N/A	Full fees	Full fees	Full fees	N/A
Senior Sibling Fee Assistance	N/A	None	None	None	N/A
Family Fee Assistance Guarantee	N/A	None	None	20%	N/A
Total Fee Assistance	N/A	None	None	20%	N/A

Family F - three children - 2 in Junior School, 1 in Senior School

	Children in Nursery	Children in KR to Remove		Children in Shell to U5
				
	None			
Starting Point	N/A	Full fees	Full fees	30% Art Scholarship
Senior Sibling Fee Assistance	N/A	None	None	5%
Family Fee Assistance Guarantee	N/A	None	None	None as already receiving at least 20% fee assistance
Total Fee Assistance	N/A	None	None	35%