

# **Staines Preparatory School**



## **Scholarship Policy**

**September 2024**

## **Introduction**

Staines Preparatory School offers a range of scholarships at Year 3 entry.

These include: Academic, Sport and Music (instrumental and vocal). The school will also consider awarding an All-Rounder Scholarship. This is at the discretion of the Headmistress and cannot be applied for.

## **The Application Process**

### **Academic Scholarship**

- All current Year 2 pupils will be considered for an academic scholarship, and they will all sit an assessment in March.
- External candidates should apply for an academic scholarship by the application deadline, and they will then be invited to sit the assessment in March.
- The candidates who perform the highest will then be invited to interview before selection is made.
- All external academic scholarship applications must be endorsed by the applicant's current school Head and provide a reference from the pupil's current Headteacher.
- Parents will be notified in writing if their child has been awarded a scholarship.

### **Sport and Music Scholarships**

- Internal and external applicants need to complete an application for a Sport/Music scholarship by the application deadline.
- SLT will consider applications and then shortlist selected applicants to be invited to take part in the assessment/interview. This will take place in March.
- All applicants must provide at least one reference from an external sports coach/music teacher. External applicants should also provide a reference from the pupil's current Headteacher or Head of Department.
- Parents will be notified in writing if their child has been awarded a scholarship.

Applicants who are invited to interview, have the option to share a portfolio of their achievements.

Scholarships will be offered to the best performing pupils in any year, but any successful applicant must also reach the specified standard for an award, as outlined on the School's website. All successful applicants must also meet the schools admissions criteria.

The number of awards each year will depend on the quality of entry. Scholarships attract between 5-10 % fee remission.

### **Scholarship: Conditions of Award**

An award is granted at the sole discretion of Staines Preparatory School.

The pupil 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 and follow the Staines Prep Way.

The parents of an award holder are expected to support and encourage the pupil in achieving the purposes of the award, in support of the School.

Awards will continue as long as the annual review is satisfactory, and the School has the financial resources to maintain the award.

The value and terms and conditions of the award shall remain confidential between the Parents and the Pupil and the School.

The award may be terminated on the following grounds (with one term's notice in writing):

- The parents have not satisfied the School's financial requirements
- The School is no longer able to continue the award (for reasons such as finance)

- 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 pupil has been asked to leave the School, the award will cease immediately, and without notice. Similarly, if it becomes apparent that false information has been presented as part of the application or renewal process, then the scholarship award would cease with immediate effect.

Each area will have expectations for an award holder, which can be found on the School's website.

**Annual Review Process:**

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.

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 Headmistress/relevant Head of Department.

The Headmistresses' 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.

**Other Relevant Documents:**

Please refer to the School's website for all information regarding the scholarship awards.

Please refer to the Bursary Policy for further information on means-tested support.

Please refer to the Admissions Procedure for further information on the general admissions process and procedure.