

# **Staines Preparatory School**



## **Scholarship Policy**

**September 2025**

## **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 Headteacher 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 during the second half of the Spring Term.
- External candidates should apply for an academic scholarship by the application deadline, and they will then be invited to sit the assessment during the second half of the Spring Term.
- 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 by the end of the Spring Term.

### **Sport Scholarship**

- Internal and external applicants need to complete an application for a Sport 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 during the second half of the Spring Term.
- All applicants must provide 2 references from external sports coaches (this can include the external coaches at SPS). 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 by the end of the Spring Term.

### **Music Scholarship**

- Internal and external applicants need to complete an application for a 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 during the second half of the Spring Term.
- All applicants must provide at least one reference from an external music teacher (this can include the peripatetic music teachers at SPS). 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 by the end of the Spring Term.

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 and Appendix 1. 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. They are also expected to set a good example to others and work hard to 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 and Appendix 1.

#### **Annual Review Process:**

If there are concerns about performance and progress of an award holder, a mid-year discussion will take place and targets will be set 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 Headteacher/relevant Head of Department.

The Headteacher's 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.

## **APPENDIX 1: Scholarship Award Criteria and Expectations**

### Academic Scholarship

Expectations for pupil

- Follow the Staines Prep Way and be a role model to others in doing this.
- Be involved in a range of clubs to extend learning and develop skills.
- Represent the school/perform at events throughout the year.
- Demonstrate an exceptional ability in the core subject areas.
- Demonstrate excellent effort in all areas of the curriculum.

References

- Reference required from current Head for external applicants only.

Retaining the scholarship

- Perform at the top of the year group in all academic subjects – shown through effort grades and attainment levels.
- Approach all areas of school life with a positive and enthusiastic attitude.

- Uphold behavioural standards.
- Participate in all whole school challenges/ competitions e.g. reading challenge, fundraising challenge etc.

#### Assessment (Stage 1)

- Writing task
- Comprehension task
- Maths task

#### Interview (Stage 2 – if criteria is met from Stage 1)

- Interview with 2 members of the Senior Leadership Team
- Tour of the school (external applicants only)
- Option to show a portfolio of independent work during interview

#### Music Scholarship

##### Expectations for pupil

- Follow the Staines Prep Way and be a role model to others in doing this
- At or working towards Grade 1 and shows potential in their chosen instrument
- Be involved in Music clubs to extend learning and develop skills
- Represent the school/perform at events throughout the year

##### References

- Reference required from a current Music teacher (teacher of chosen instrument)
- Required from current Head or Director of Music for external applicants only

##### Retaining the scholarship

- Assessment of effort and attainment in Music and Singing lessons
- Attend extra-curricular Music clubs
- Perform at Music Evening
- Review achievement in Music graded exams and Music curriculum lessons

##### Interview/Assessment

- Perform on principal instrument of two short contrasting pieces. Candidates may also offer an additional piece on a second instrument
- Aural test
- Assessed by Director of Music
- Interview with 2 members of the Senior Leadership Team

#### Sport Scholarship

##### Expectations for pupil

- Participate in at least two sports outside of school. One of these should be at a high level for the child's age group. This will be verified through the reference.
- Be involved in at least one sport that is offered as part of the SPS PE and Games curriculum (linked to the SPS competitive sports)
- Follow the Staines Prep Way and be a role model to others in doing this
- Demonstrate sporting spirit.
- Commit to fixtures within school which may be on a Saturday or after school. Inform the Games department in advance if availability is an issue.

##### References

- 2 references required from current sports coaches
- Required from current Head or Head of Games for external applicants only

#### Retaining the scholarship

- Be A team standard (high level) in their primary sport
- Continue to participate in a range of sports clubs
- Excellent effort in both PE and Games as shown in effort grades
- Attendance of School Fixtures

#### Interview/Assessment

- Undertake an assessment in their primary sport (if video evidence is required, candidates will be contacted)
- Undertake a variety of physical team-based challenges by Head of Games department
- Interview with 2 members of the Senior Leadership Team