



SCHOLARSHIPS AND BURSARIES POLICY

Queen Mary's School widens access to its education through scholarships and bursaries. The availability of the awards are included in the school's literature and advertised in the local press and on the school website.

1. Scholarships

Queen Mary's offers Scholarships at 11+, 12+ and 13+ to both internal and external candidates. They are awarded to children who demonstrate a particular aptitude for academic work, art, music, or sport. Applications for scholarships are invited during the Autumn Term for assessment in the Spring Term of each year for the forthcoming academic year.

Internal candidates will be nominated by the Head following consultation with members of staff and, an assessment of the academic data for academic candidates. No coaching of internal candidates is permitted as this would disadvantage external candidates. External candidates may apply by submitting an application to the Head of Admissions. A reference from the candidate's school may be sought.

Scholarships awarded, up to and including those for the 2016-17 academic year, will continue to be honoured until the pupil leaves the school or, is reduced pending the annual review of the pupil's performance.

With effect from 01 September 2018 all new scholarships will be an honorary award and have no value associated. The successful candidates will be supported during their time at the school and be enrolled in the school's enhanced scholarship programme. Detailed information relating to the selection criteria and assessment process are outlined in Appendix 1.

2. Bursaries

Queen Mary's offers bursarial assistance to parents / legal guardians who might not otherwise be able to afford the fees or are experiencing a change in their circumstances.

Internal and external applications should be made to the Head of Finance & Estates by 31 December for consideration by the Scholarships and Bursaries Committee at their meeting in the Spring Term of each year for the forthcoming academic year. Exceptional circumstance applications may be considered outside of the published programme for applications. The application should be processed in the normal way and presented to the Scholarships and Bursaries Committee for consideration at their next scheduled meeting.

In attempting to make fair and just decisions and, to comply with the recommendations of the Charities Commission, all applications for assistance will be means-tested. To assist in this process the school engages the services of the Bursary Administration Limited (BAL) to conduct an independent financial review of all new applications and annual reviews. All bursaries are reviewed annually.

Applications will be considered for pupils who would benefit from a Queen Mary's education.

Bursaries for children of the Church, serving members of HM Forces and, for siblings of children already at the school are given automatically¹.

The process for applications is outlined at Appendix 2.

The form to be used for presentation of applications is at Appendix 3 – (INTERNAL USE ONLY)

¹ Second and subsequent sisters, while the older sister is still at Queen Mary's School, receive a 10% reduction in net fees (after any other awards have been deducted). Children of Regular Servicemen or Servicewomen and children of Church of England clergy also receive a 10% reduction in net fees.