



## Bursary and Scholarship Policy

### Non-Means Tested Scholarships

At Westfield School, scholarships are awarded on the basis of merit in a competitive process.

Scholarships include:

- 11+ Academic, Performing Arts (music/drama/dance), PE, and Creative Arts (art/graphics/textiles)
- **External candidates only** 13+ Academic, Performing Arts (music/drama/dance), PE and Creative Arts (art/graphics/textiles)
- 16+ Academic, Performing Arts (music/drama), PE and Creative Arts (art/graphics/textiles). All girls in Year 11 are eligible to apply

Academic Scholarships at other entry points may be available for exceptional candidates.

Girls in Lower Three i.e. Junior House are considered for a scholarship along with external candidates.

All applicants spend a morning in Senior House, taking English and Maths papers. All candidates are interviewed by the Headmaster. Candidates applying for a Performing Arts scholarship will take an audition. Candidates applying for a PE scholarship are assessed by the Head of PE. Girls applying for a Creative Arts Scholarship will have a portfolio assessed by the Head of Art.

16+ scholars are expected to contribute to the life of the school in the area of their scholarship usually including studying an appropriate subject at A-level.

The scholarship awards are predominantly a recognition of a candidate's potential for excellence and are honorary in nature. Any nominal financial benefit of a scholarship award is determined by the Board of Governors during the Spring Term in the previous academic year. Awards to recipients are presented at our annual Awards Ceremony.

Please note that scholarships are granted for the duration of a girl's schooling at Westfield, subject to the pupil's work and conduct continuing to meet the standard required by the school. Pupils and their families who benefit from a scholarship must abide by the terms and conditions of the award.

Successful applicants will receive an award which will be applied as a reduction to basic fees. Scholarship awards for any one pupil may be up to, but will not exceed, a maximum of 25% remission of basic fees. To be eligible for a scholarship, pupils must sit the entrance examination on a date specified by the school and attend a scholarship assessment day upon invitation.

Finally, pupils who are awarded a scholarship or other award may also apply for a bursary but will usually only be eligible up to a maximum 50% **total assistance**.

## Means-Tested Bursaries

### General

The Governors of Westfield School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 50% on tuition fees payable.

Awards are made on the basis of family's financial circumstances, taking into account the total amount of the bursary fund and the number of applications. Bursary awards are subject to testing of parental means each year and may be varied upwards or downwards, depending on any changes in parental circumstances. The amount of the bursary fund is reviewed and revised annually by the Bursar to reflect any changes in fees and approved by the Governors. Though awards are generally based on gross income levels, they may be varied upwards or downwards depending on individual parent's circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and similar factors), compassionate or other pertinent considerations. NB: a voluntary reduction in family income will not be maintained by an increase in the level of help if, for example, parents give up employment by choice.

Requests for financial support usually fall into two categories:

- New applicants to the school, where a place has been offered but parents are unable to fund the tuition fees.
- Existing pupils where a change in parents' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

### The Case for Assistance.

The Headmaster and Bursar 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.

- Suitability. In assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged likely to gain most from the educational provision will be given priority. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission and possess the potential to develop the quality of her work, and benefit from participation in the wider, extra-curricular activities on offer at the School. In normal circumstances, each applicant should meet the School's usual academic requirements. Previous school reports will be consulted for evidence of good behaviour.
- Financial Limitations. The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:
  - Evidence of applications to other organisations for fee support.
  - The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
  - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
  - In cases of separation, the contribution made by the absent parent.

- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
  - Where fees are being paid to other schools (or universities) the School's grant will take into account all these outgoings.
  - Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:
    - Expensive holidays abroad.
    - Luxury cars.
    - A second property/land holdings
- Other Factors. It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
    - Where a child has siblings at the School.
    - Where the social needs of the child are relevant (eg: may be suffering from bullying at their present school).
    - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
    - Where a separation has resulted in the child having to be withdrawn from the School adding to the stress of coping with the parents/guardians separating.

There is no course of appeal following the award decision, but unsuccessful applicants may re-apply in subsequent years.

#### **Existing Pupils - Change in Family Circumstances**

Within overall budget funding, the School will in normal circumstances set aside each year a Hardship Fund, for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Bursar, explaining their situation and using the standard application form. Such awards are subject to the availability of funding and cannot be guaranteed.

**Hardship cases.** The Governors assess individually any other cases brought to their attention concerning parents of children already at the school, who are experiencing particular hardship, brought about by illness, loss of employment etc. Such assistance as may be granted will be at the sole discretion of the Governors and will remain confidential. It will normally be granted for a fixed duration with a regular review of circumstances being required.

#### **Annual Review**

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms in mid-February of each year for return by the end of the month. For those previously in receipt of bursaries, the Headmaster and Bursar 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.

#### **Confidentiality**

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

#### **Other Sources of Bursary Assistance**

In addition to the School's Bursary Fund, 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. Westfield 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:

Bursar  
Westfield School  
Oakfield Road  
Gosforth  
Newcastle upon Tyne  
NE3 4HS

Email: [bursar@westfield.newcastle.sch.uk](mailto:bursar@westfield.newcastle.sch.uk)

### **New Applicants to the School**

Awareness: Information provided by the School alerting the parents of potential pupils to the possibility of gaining means-tested financial support with the payment of school fees is included in:

- The School information pack.
- The School website.
- Press and media advertisements.

The Application Process: Bursaries may be made available to parents of children entering any year-group of Westfield School. They are awarded at the discretion of the Governors and the Headmaster and Bursar are responsible for the management and coordination of the process. All applicants are actively encouraged to apply also to external agencies for bursary assistance, a list of these is sent with every application form.

- Step One. Parents seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar no later than the **28 February** in any year for bursaries to start the following September. Evidence of applications to other organisations for fee support will be taken into consideration as a positive indicator.
- Step Two. The Bursar assesses all applications in order to establish the likely level of support which will be required in order to allow the child to attend the School. This may involve the Bursar contacting the applicant to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. We reserve the right to organise a visit to the applicant's home in order to confirm these details.
- Step Three. The Bursar prepares a recommendation in accordance with the school's current criteria which is considered with the Head and a joint decision is then reached which is then reviewed and ratified members of the Finance and General Purposes Committee.
- Step Four. The parents are advised whether their child is to be offered a place at the School and of any Bursary offer. Awards are identified by 1 April, in good time for parents to consider the level of financial assistance offered when deciding whether or not to accept a place at Westfield in the new academic year commencing in September.
- Step Five. Parents are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.

Families can be assured that, at all stages, the information they supply remains confidential to a very small number of staff in the finance office and members of the Finance and General Purposes Committee.

### **Support for Westfield Families**

- **Sibling Reductions.** Any family with two or more daughters at the school is eligible for a discount off fees for the second, third and any subsequent daughters. Full fees will be charged for the first child's place, the second will receive 10% remission of fees and the third and subsequent children, 15% remission. As siblings leave the school, leaving one child from the family in school, the charge will revert to full fees.
- **Former Pupil's Allowance.** A discount of a 5% reduction off the fees is offered to the daughters of any girl who attended Westfield in the past. To be eligible for this allowance, the mother must have been a pupil at the school for a minimum of five years. The school must also be satisfied that the daughter meets the entry criteria and the school is able to meet her educational needs. This discount will be applied in addition to any other awards and/or discounts.

**Please note that a maximum of 50% total assistance usually applies.**

This policy is subject to annual review to agree levels of funding and any extension of arrangements at the same time as budgets and fees are set for the following year

### **11+ SCHOLARSHIPS FOR GIRLS ENTERING YEAR 7**

All girls in Lower Three will sit our 11+ Entrance and Scholarship examination and they are also eligible to enter for a non-academic award.

To be considered for a scholarship at Westfield external candidates must sit the entrance examination in the January before the academic year that the student wishes to join.

#### **11+ Academic Scholarship**

The academic scholarship assessment, held in January, will be in Mathematics and English. The assessments are demanding and are designed to allow the true scholar to reveal themselves. The assessments used are not based on any one syllabus. This is to ensure girls from different schools are not disadvantaged. Details of the assessment content are given below.

In broad terms we are looking for an overall academic score which places a child in the top 5% of the population.

Pupils will also be interviewed by the Headmaster and are invited to bring with them any items or information they would like to discuss to demonstrate the breadth of their interests outside school.

#### **11+ Creative Arts Scholarship**

In assessing candidates at this age we look for potential as well as actual achievement. It is expected that the successful applicants will take GCSE Art/Graphics/Textiles as appropriate in Senior House and to take an active role in the Creative Arts within the school.

All candidates should bring with them a portfolio or folder with a selection of four or five key pieces of work in it. The portfolio can be supplemented with a sketchbook or scrapbook. You should be able to demonstrate an understanding and appreciation of colour, tone, pattern, texture, shape, form and line and an interest in the work of others. A short, informal portfolio review with the Head of Art will also take place.

#### **11+ Performing Arts Scholarship**

The candidates should show a natural sense of performance. In assessing candidates at this age we look for potential as well as actual achievement. If successful, applicants are expected to make a special contribution to the school through their music/drama/dance and take full advantage of all the opportunities on offer. The successful applicant would normally be expected to take GCSE Music/Drama/Dance and become a leader in the Performing Arts at Westfield.

As a guide, Music candidates are expected to be at a minimum of grade 3 on their principal instrument. Singing may be presented as a first or second study. References from instrumental teachers will be requested. Awards will be retained as long as musical progress and aptitude continues to be satisfactory. Scholarships are awarded on the strength of an audition. The audition will be conducted by the Director of Music and will last about half an hour. Girls should present two contrasting pieces on their principal study and one piece on their second study if appropriate. Applicants should choose music which is well within their ability and which they can play with fluency and expression. A short test of sight-reading and aural ability will also be included. The audition will conclude with an informal discussion founded on the candidate's musical interests.

As a guide, Dance candidates should be performing at the equivalent of a grade 3. References from dance teacher(s) will be requested. Scholarships are awarded on the basis of an audition and candidates should present a dance of their choice which they should bring the music for on CD or memory stick. We will be looking for expressions of emotion, quality and range of movement and confidence in performance. Auditions will conclude with an informal discussion of the candidate's interests.

As a guide, Drama candidates will be expected to present their choice of a monologue and auditions will conclude with an informal discussion of the candidate's interests. A written report from someone involved in working with or coaching the applicant will be required.

#### **11+ PE Scholarship**

In assessing candidates at this age we look for potential as well as actual achievement. The candidate should show commitment to sport. It is expected that successful applicants will take GCSE Physical Education. All candidates will participate in a practical assessment and they will be interviewed by the Head of PE. We realise that many girls might not have had the opportunity to experience the range of games enjoyed at Westfield, therefore, no games will be played. The level a girl has achieved in her individual sport will be taken into account during the selection process.

Candidates should bring a portfolio of their sporting achievements, achieved either at school or an outside club and be prepared to discuss these at interview. A written report from anyone involved in coaching the applicant – at the current school or at a local club – would be very helpful.

The assessment will consist of tests to demonstrate explosive power, agility, cardiovascular endurance, coordination and strength. Most importantly we are looking for candidates who possess a true commitment to sport and who will represent the school at fixtures and events. All necessary equipment will be provided. However, candidates should wear shorts, a games shirt and a tracksuit and trainers. They should also bring a water bottle with them.

#### **13+ SCHOLARSHIPS FOR GIRLS ENTERING YEAR 9 (External candidates only)**

The same as for the 11+ Scholarships but as a guide, for a Performing Arts Scholarship Music candidates are expected to be at a minimum of grade 4 on their principal instrument and Dance should be performing at the equivalent of a grade 4. Scholarships may be awarded at 11+ for deferred entry, subject to appropriate performance being maintained.

#### **16+ SCHOLARSHIPS FOR GIRLS ENTERING YEAR 12**

##### **Sixth Form Scholarships**

Scholarships on offer are Academic, Creative Arts (Art/Graphics/Textiles), Performing Arts (Music/Drama) and PE and the Academic examinations will be held in January/February. Those girls who demonstrate exceptional ability will be considered for a scholarship award, details of which are given below. Please note if your daughter already holds an 11+ scholarship in any of these categories this will remain in place for her Sixth Form studies,

subject to maintaining appropriate performance, as long as she chooses to study that particular area of the curriculum ie PE, Music/Drama or Art/Graphics/Textiles.

#### **16+ Academic Scholarships**

The examination will consist of two one hour papers: a General Paper with a discursive essay and a data analysis paper.

#### **16+ Performing Arts Scholarship**

Performing Arts scholarships will be awarded on the basis of a candidate's performance in open auditions. Awards will be retained as long as progress, aptitude and involvement in extra curricular activities continue to be excellent. If applying for a scholarship in Music, a minimum of Grade 5 in their first study is required and the understanding that they will study a performing arts subject at A level.

#### **16+ Creative Arts Scholarship**

Creative Arts scholarships will be judged by interview and portfolio submission. The successful applicants will be expected to achieve a good grade at GCSE in Fine Art/Graphic Communication/Textiles. In assessing candidates at this age we look for potential as well as actual achievement. The portfolio should contain at least one complete project, demonstrating strong visual understanding from initial ideas stage to a finished outcome. The portfolio should also contain at least one full sketchbook. Evidence of skill, understanding as well as a strong personal response to a theme, idea or brief will be expected. The successful candidates will study a creative arts subject at A level.

#### **16+ PE Scholarship**

Sports scholarships are awarded on the basis of a candidate's achievement in sport and on the understanding that they will contribute to sport in school. Candidates will be interviewed by the Head of PE and will need to submit a portfolio demonstrating their sporting achievements.

**Honorary Scholarships** may also be considered for girls who meet the criteria but who are not successful in gaining a major award.

#### **Retention of Scholarships**

All scholars will be reviewed annually to ensure that they are performing in line with the terms of their scholarship award. If this is found not to be the case, discussions will occur with girls and parents and a scholarship may be reduced or removed.