



SAINT FELIX SCHOOL

REMISSIONS POLICY

2019-20

GENERAL

1. The Board of Governors are committed to broadening access to the school by offering remission support to eligible parents/guardians. Remissions may be awarded in the form of a bursary (including Head's award) on core tuition fees payable (depending on the financial, compassionate or other pertinent circumstances of applicants), a scholarship, sibling discount, or a foundational award.
 - a. Remission awards are subject to repeat annual testing of parental financial means and may be varied upwards or downwards or not change depending on individual parents'/guardians' 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 like factors), compassionate or other pertinent considerations. Awards are made on the basis of the confidential assessment of each case.
 - b. Scholarship awards are reviewed annually to ensure the pupil is performing as required.
2. Sibling discounts are automatic and will be applied as appropriate.
3. Requests for financial support usually fall into two categories:
 - New applicants to the school where a place has been offered but parents/guardians are unable to fund the tuition fees.
 - Existing pupils where a change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.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 BURSARY APPLICATION PROCESS

4. Bursaries may be made available to parents/guardians of children entering the School and are awarded at the discretion of the Headmaster and the Bursar – the Bursar is responsible for the management and coordination of the process.
 - Step one - parents/guardians seeking a bursary complete a confidential statement of financial circumstances. 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 submitted to Bursary Administration Limited who will then conduct a home visit and a financial assessment of the application. Applications are normally assessed no later than **Easter** in any year for bursaries to start the following September.
 - Step two - the Bursar assesses all applications once the initial financial assessment is received in order to establish the likely level of financial support required.
 - Step three - the Headmaster assesses the potential pupil with regard pastoral, talent and academic need. The Headmaster and Bursar jointly agree a recommendation for remission support.

- Step four - the parents/guardians are advised whether their child is to be offered a remission support.
- Step five - parents/guardians are required to sign a letter accepting and agreeing to conditions relating to the remission – see Annex A.

THE CASE FOR ASSISTANCE

5. 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 financial support.

- **Suitability** - in assessing a child's suitability, attention will be given to the assessment of each applicant but potential and talent will also be considered as well as actual achievement. Remission funds are limited and those judged most suitable will be given priority as being the most likely to gain from the educational provision offered. Each pupil to whom support is offered must, in the opinion of the Headmaster, be likely to make sound academic progress following admission, possess the potential to develop the quality of his/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 normal academic requirements. Previous school reports will be consulted for evidence of good behaviour.
- **Financial limitations** - the amount of the remission 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 what is viable within its overall budget. The Remission will be based on the financial circumstances of the family having regard to all pertinent considerations. As a guide, it is unlikely that a remission for the first child will be awarded to a family with gross income in excess of £80,000pa and a large remission is unlikely unless the family gross income is less than £30,000pa. 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 remission 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:
 - 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 remission:
 - frequent or expensive holidays;
 - new or luxury cars;
 - investment in significant home improvements;
 - a second property/land holdings
- It will be assumed, where a child is already within the school and parents are choosing to divorce for reasons other than abuse or violence, that financial arrangements have been made for the payment of fees

EXISTING PUPILS - CHANGE IN FAMILY CIRCUMSTANCES

6. 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 remission assistance are received out of the normal calendar cycle for remission 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 remission to the Bursar, explaining their situation. Such awards are subject to the availability of funding and cannot be guaranteed.

SCHOLARSHIPS

7. A number of scholarships are awarded at key points in the curriculum. Each scholarship is reviewed annually against a set of standardised benchmarks to assess whether the pupil is performing as required. If pupils fall short of the benchmark assessment, the scholarship can either be reduced or removed depending on circumstances.

a. **Benchmarks Common to all.**

Rewards & Conducts	Grade
Displays only positive behaviour and manners at all times	4
Largely positive behaviour and manners displayed at all times	3
Some concerns regarding behaviour and manners	2
Serious concerns regarding behaviour and manners	1

Contribution to School	Grade
Ambassador and role model who contributes in all aspects of school life fully	4
Heavily involved in school life and always willing to take part	3
Involved in some aspects of school life	2

Rarely involved in school life	1
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b. **Subject Benchmarks.**

Academic Scholarship	Grade
One of the top three pupils in the year group based on achievement across the full curriculum range	4
Achieving and exceeding all potential grades (CEM)	3
Underachieving in some potential grades and/or work is occasionally late or shoddy	2
Below potential grades across a range of subjects and/or work is often late or shoddy	1

Swimming Scholarship	Grade
Qualified at British Swimming National Championships or represented at a FINA World Event	4
Qualified for the Home Counties Summer Meet Championships	3
Five Swim England East Region Summer Qualifying Times	2
Eight ASA Suffolk County Qualifying Times	1

Sport Scholarship	Grade
Represented the county in at least one sport in the current academic year. Involved in all relevant school sporting events	4
Selected for county/regional sport and play at club level Involved in all relevant school sporting events.	3
Play at club level and be in the schools' A team. Involved in all relevant school sporting events	2
Involved in all relevant school sporting events	1

Music Scholarship	Grade
Grade 6 on one instrument or voice. Involved in all school events, choir, orchestra etc	4
Grade 5 on one instrument or voice. Involved in all school events, choir, orchestra etc	3
Grade 4 on one instrument or voice. Involved in all school events, choir, orchestra etc	2
Grade 3 on one instrument or voice. Involved in all school events, choir, orchestra etc	1

Drama Scholarship	Grade
LAMDA grades of 6 and above. Involved in all school productions and performances. Studying at GCSE/A Level	4
LAMDA grades of 5 and above. Involved in all school productions and performances	3
LAMDA grades of 4 and above. Involved in all school productions and performances	2
LAMDA grades of 3 and above. Involved in all school productions and performances	1

Art/Photography/ Scholarship	Grade
Portfolio of 6 pieces of work & sketchbook. Studying at GCSE/A Level and be the top three in the cohort in their chosen field	4
Achieving high marks in their chosen field either above or at the level of their CEM data. Content, quantity and quality of their work should be of a high quality. Level 6 and above at GCSE a/B A Level	3
Showing exceptional potential at KS3	2
Showing good potential at KS3	1

ANNUAL REVIEW

8. All remissions are subject to annual review and may be varied upwards or downwards or remain the same depending on parental circumstances or pupil performance. Current remission holders will be issued with financial review forms in January each year for return by Easter. For those previously in receipt of remissions, the Headmaster and Bursar, in making their joint recommendation to Governing Body, have the discretion to recommend to the governors the reduction or withdrawal of 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

9. The school respects the confidentiality of remission awards made to families and recipients are expected to do likewise – failure to abide by this requirement could mean the immediate removal of the award.

Annex A - Remission Conditions of Award

- 1 **Grant of the award:** An award is granted at the sole discretion of the Saint Felix School (the School).
- 2 **Obligations of the Pupil:** The Pupil who is the subject of an award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. The Pupil must adhere to the School's required standards of conduct and progress. These are the **Purposes of the Award**.
- 3 **Obligations of the Parents:** The Parents are required to:
 - 3.1 support and encourage the Pupil to achieve the Purposes of the Award; and
 - 3.2 treat members of the School community reasonably and to uphold the aims and the good name of the School; and
 - 3.3 comply with the School's *Terms and Conditions*.
- 4 **Means tested awards:** All awards will be subject to annual review and the Parents shall each year be required to complete a financial means questionnaire. After any annual review, the School reserves the right to vary the value of the award with immediate effect and will confirm the new value in writing to the Parents.
- 5 **Continuation of the award:** Continuation of the award is dependent upon the following conditions being fulfilled:
 - 5.1 in the case of a means tested award, the Parents satisfying the School's financial requirements each year, including paying fees as set out in the Parent Contract (T&Cs); and / or
 - 5.2 in respect of all awards:
 - 5.2.1 the financial resources allocated by the School to support the award being sufficient to maintain the award; and
 - 5.2.2 it being in the financial interests of the School to maintain the award; or
 - 5.2.3 the Pupil complying with the obligations set out in clause 2 above. (Please also see clause 7.2.1 below.)
- 6 **Confidentiality:** The value and Terms and Conditions of the award shall remain confidential to the Parents and the Pupil and the School.
- 7 **Termination of the award:** The award may be terminated on the following grounds:
 - 7.1 **termination on financial grounds:** the School may terminate the award on one Term's notice in writing if, in the opinion of the Governing Board acting in good faith:
 - 7.1.1 the Parents have not satisfied the School's financial requirements under clause 4 and clause 5.1; or
 - 7.1.2 the School is no longer able to continue the award under clause 5.2.1 or 5.2.2 above.

The termination shall take effect from the date set out in the written notice;

- 7.2 **termination on the grounds of conduct:** the School may terminate the award by written notice sent to the Parents with immediate effect if, in the opinion of the School acting in good faith, one or more of the following conditions has been fulfilled:
- 7.2.1 the Pupil has not complied with the obligations set out in clause 2 and in the further opinion of the School there has been no significant improvement following consultation with the Parents and / or the Pupil and the issue of a written warning; or
 - 7.2.2 the Parents have not complied with the obligations set out in clause 3; or
 - 7.2.3 the Parents of the Pupil do not keep the value and Terms and Conditions of the award confidential in accordance with clause 6; or
 - 7.2.4 the Parents withdraw the Pupil from the School without providing proper Notice.
- 7.3 **repayment of the award:** the Parents will be required to repay all or part of the benefits received under the award if it is terminated in any of the following circumstances:
- 7.3.1 under clause 7.1.1 if the Parents have knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable; or
 - 7.3.2 under clause 7.2.1 if the Pupil has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be Expulsion or required Removal, up to three Terms' benefits (if received) may be repayable.
- 8 **Cancellation and Withdrawal:** For the avoidance of doubt, the benefit receivable under an award will not apply to the Parents' liability to pay the first Term's Fees if less than a Term's Written Notice of Cancellation is given, or to any Term for which the School requires payment of Fees in Lieu of Notice following Withdrawal without proper Notice.
- 9 **Conditions of Award:** These Conditions of Award take precedence over any of the School's *Terms and Conditions* which are inconsistent with them but in all other respects the School's *Terms and Conditions* as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.