

STAHS Bursaries and Scholarships

P10: ADMISSIONS POLICY RELATED DOCUMENT

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BURSARIES

General

Bursary Awards are available to pupils applying for Year 7 and Year 12 entry to the Senior School. In exceptional circumstances Bursary Awards may be awarded to pupils applying to join Senior School in other year groups. Bursary Awards are not available to pupils applying to join the Prep School. STAHS is committed to providing a transformative secondary education to as many as possible of the young people who meet the School's entry criteria, regardless of their financial circumstances. Making 100% Bursary Awards – covering the full cost of tuition fees – is a priority for the School. The School may also make additional awards over and above the cost of the tuition fees, for example to assist with costs such as travel, uniform, school lunches, educational trips and music lessons.

Bursary Awards are subject to annual repeat testing of parental means and may be varied upwards or downwards depending on parental circumstances. The value of the award will be influenced by parents'/guardians' circumstances, including their savings, investments and realisable assets, as well as their income and the size of their dependent family.

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circumstances has resulted in difficulty in meeting tuition fees and may otherwise result in a pupil being withdrawn part-way through a key stage of their education.

Note: Bursary Awards are intended to cover long-term financial need (at least 12 months of need). Should an existing pupil's family find themselves in short-term financial difficulty resulting in the inability to meet one term's fees in full, they may be eligible to apply for assistance through the STAHS Hardship Fund. Information on this fund is available from the School Bursar.

New applicants to the School

Information provided by the School alerting the parents/guardians of prospective pupils to the possibility of gaining means-tested bursary support towards the payment of School fees is included in:

- Promotional materials
- The School website
- The press and other media by way of advertisement.

The Bursary application process

Step 1:

Parents/guardians wishing to be considered for financial support must indicate this on their main Application Form when applying for a place at STAHS and they will be directed to a Bursary Application Form. The STAHS Admissions Team can provide help in completing the application. The signed application form, and all the required accompanying documentation, must be submitted to the School by the published deadline. Late applications are unlikely to be accepted.

Step 2:

The Bursar will review all applications to establish the likely level of financial support required for the child to attend the School. This review process includes a financial assessment by an external specialist company, who may also visit the home of the family as part of their assessment. All assessments, visits and interviews will normally be completed between November and March.

Step 3:

The Admissions Selection Committee makes its decisions on offering places without any information on financial status of the candidates. Only after all offers of places have been decided, the Bursar and Head meet to discuss each bursary application based on all the information provided and collected by the Bursar.

Bursaries are awarded to candidates based on their ranking by the Admissions Selection Committee; those candidates who rank highest in the cohort following their admissions assessment will be offered Bursary Awards first, and this will continue in descending order of ranking until the Bursary Fund for that cohort is exhausted. Not all candidates who have applied for a Bursary Award will receive funding if the number of applications for Bursary funding is greater than the available funds.

Step 4:

Following the Head's decision on offers of places, and in line with the published schedule, parents/guardians who have made applications for financial support are advised whether their child is to be offered a place, whether they have been awarded a Bursary and if they have, what level of award they will receive.

Step 5:

Parents/guardians accepting places and Bursary Awards are required to sign a form accepting a place in the School and agreeing to the conditions relating to the award.

The School normally tries to keep at a constant level any award which is made on entry, thereby enabling parents to plan for their child's education, unless subsequent annual reviews reveal that an increased parental contribution can be afforded in which case the award will be reduced accordingly. It is unusual for an award to be increased after a pupil has entered the School unless there has been a significant change in family circumstances.

Existing pupils – change in family circumstances

If a place is accepted for a pupil without a Bursary Award on entering the School, the provision of financial assistance is only considered where the parents'/guardians' ability to pay has declined significantly due to wholly unforeseen circumstances. Parents/guardians with a child in the School whose financial circumstances suddenly change will be asked to contact the Bursar to explain the situation. This must be a significant new situation which has developed since the child started at the School, such as illness, death or redundancy. Parental divorce or separation is unlikely on its own to be sufficient reason for a new Bursary Award. Following a discussion with the Bursar, parents may be invited to apply for a Bursary Award or for funding via the short-term Hardship Fund. If the application for a Bursary Award is made at the point of transition from Year 6 to Year 7, pupils will be required sit the STAHS Year 7 admissions assessment and awards will be subject to our Bursary Application process (see above).

The Case for Assistance

The School will consider a number of factors when making a judgement on the need for a Bursary Award. As with all applications for places, we seek to identify pupils who will gain most from and give most to STAHS.

The decision to make a Bursary Award is entirely at the discretion of the Head.

Suitability: In assessing a child's suitability, potential as well as attainment in examinations and assessments are considered. Bursary funds are limited and priority will be given to those we judge can benefit most from STAHS curricular and co-curricular provision. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make good academic progress following admission and benefit from participation in the wider, co-curricular activities on offer at the School. Each applicant should meet the School's normal academic requirements. Families with a gross household income below £85,000 pa may be eligible for an award, subject to net assets. This figure is indicative only and the School cannot guarantee that it will apply to particular parents.

Financial limitations: 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 Awards are well focussed and so, as well as current earnings, other factors which will be considered 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 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 sizeable equity value in houses. Ownership of second properties, other than the residence in which the child resides, is likely to disqualify applicants from being offered a Bursary Award. Assets owned abroad must also be disclosed.

- In cases of separation, the ability of both parents to support the child's education will be considered. It is expected that parents, although divorced or separated, will cooperate to contribute jointly, in whatever proportion is necessary, to the payment of school fees.
- Contribution to household costs by others, including members of the wider family, and any adults unrelated to the child, or by outside sources.
- Where fees are being paid to other schools (or universities) the School's award will take into account all these outgoings. However, the School would expect support to be provided from these schools as well. It is unlikely that the School would provide a Bursary Award if full fees are being paid for a sibling elsewhere.
- Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a Bursary Award:
 - Frequent or expensive holidays
 - Luxury cars
 - Second property or land holdings.
- Where self-employment or running one's own business results in a declared income which is lower than the parents could reasonably earn elsewhere, this may be regarded as a personal financial choice. The School therefore reserves the right to base any Bursary Award on reasonable earnings which might be achieved in employment.

Confidentiality

The School respects the confidentiality of Bursary Award applications and awards made to families. Recipients are expected to do likewise. Families who accept an award may be approached by the School to discuss their experiences, to help develop future processes or to support fundraising initiatives.

Where necessary the School will share appropriate information with an external specialist company which undertakes some of the Bursary Award reviews on behalf of the School. Parents/guardians who are Bursary Award holders are required to advise the School of any change of circumstance which would affect eligibility for financial support. If the School becomes aware that information provided is inaccurate, or out of date, the Bursary Award may be revised or terminated the following term.

Other Sources of Financial 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 there to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. The 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 The Educational Trusts Forum (www.educational-grants.org).

Bursary Award Terms and Conditions

1. **Grant of Bursary Award.** A Bursary Award is granted at the sole discretion of St Albans High School for Girls.
2. **Obligations of the Pupil.** A pupil who is the subject of a Bursary 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 and must meet the School's attendance requirements.
3. **Obligations of the Parents/Guardians.** The parents/guardians are required to support and encourage the pupil, to maintain a constructive relationship with the School and to uphold the aims and good name of the School. The parents are also required to pay the balance of fees and extras by the first day of term.
4. **Annual Review.** All means-tested Bursary Awards will be subject to annual review, and parents shall each year be required to complete a financial means questionnaire. Following the annual review, the School reserves the right to vary the value of the award and will confirm the new value in writing to the parents. However, any such adjustment of award will not operate so as to increase the fees due in respect of a term which has already commenced.
5. **Withdrawal of the Bursary Award.** The Bursary Award may be withdrawn by written notice sent to a parent as a result of the Annual Review under paragraph 4 above or if, in the opinion of the Head or the Bursar, the pupil or a parent has not complied with the obligations set out in paragraphs 2 and 3 above. Withdrawal of the award will take effect from the start of the following term. If within fourteen (14) days following the withdrawal of a Bursary Award in its entirety a child is withdrawn from the School, no fees in lieu of notice will be payable.
6. **Repayment of the Bursary Award.** Parents/Guardians will be required to repay all or part of the Bursary Award (at the sole discretion of St Albans High School for Girls) if it is terminated in the following circumstances:
 - a. If parents have knowingly or recklessly provided false or inaccurate information about their financial position.
 - b. If the pupil has been found to have committed a serious breach, or a series of persistent minor breaches, of discipline for which the sanction would normally be expulsion or required removal, up to three terms' benefits may be repayable.

7. **Fees in Lieu of Notice.** For the avoidance of doubt, the benefits payable under the Bursary Award do not apply to any term for which the School has required payment of fees in lieu of notice.
8. **Conditions of the Bursary Award.** These Bursary Award Terms and Conditions take precedence over any of the School's standard 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 Bursary Award Terms and Conditions shall be interpreted with them.

SCHOLARSHIPS

STAHS Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the Scholar is offered a **10% reduction** in the tuition fees throughout their time at STAHS (Du Cane Instrumental Scholars *may* be awarded up to 25% reduction in tuition fees in exceptional circumstances), provided they continue to meet the criteria for maintaining the award. In addition, Scholars are provided with many opportunities to stretch and challenge themselves in their target area through participation in the various Scholarship Programmes. Note: although it is possible for a pupil to hold a Scholarship in more than one area, the fee reduction is only applied once (ie the awards are not cumulative).

Scholarships will only be awarded to pupils who already attend STAHS or who have been offered a place at STAHS based on the outcome of their admissions assessment.

STAHS offers Scholarships for excellence in the following areas:

- Academic – awarded in Year 7, Year 10 and Year 12
- Music – Du Cane Instrumental – awarded in Year 7, Year 10 and Year 12
- Music - Du Cane Choral – awarded in Year 7, Year 10 and Year 12 (from 2025)
- Sport – awarded in Year 7, Year 10 and Year 12
- Drama – awarded in Year 7, Year 10 and Year 12
- Art – awarded in Year 10 and Year 12
- Design and Technology – awarded in Year 10 and Year 12.

There is no need for a Year 9 Scholar to re-apply for a Scholarship in Year 10, or a Year 11 Scholar to re-apply for a Scholarship in Year 12; provided Scholars continue to meet the criteria for maintaining their award, entry into the next level of the Scholars' Programme will be automatic. The criteria for maintaining Scholarships changes in Year 10 and again in Year 12. Scholars are expected to understand and continue to meet the criteria of the different programmes as they progress up the School.

The decision to award a Scholarship and the level of associated tuition fee remission is entirely at the Head's discretion.

Pupils applying for a Scholarship may be offered an Exhibition. Exhibitions are offered in Drama and in Music (Instrumental and Choral disciplines) and enable pupils to make excellent progress, whilst accessing many aspects of the relevant Scholarships programmes.

Where a scholarship position becomes available (for example, if an offer-holder leaves STAHS), the School may offer to elevate an Exhibitioner to become a Scholar. Each year a small number of candidates may be recognised as 'highly commended' following scholarship assessment. Highly-commended candidates will be considered for elevation to Exhibitioner or Scholar status, should a vacancy arise.

Academic Scholarships

Information on the STAHS Academic Scholars' Programme, including expectations of Scholars and requirements for maintaining the award can be found on the website and in the Scholarships Brochure. The conditions of the award are also sent to parents at the time of offer.

Lower School - Atkins Scholars – entry in Year 7:

External candidates: External candidates are automatically considered for an Academic Scholarship when they sit the STAHS entrance assessments – there is no need to apply separately for an Academic Scholarship. Typically, the top 10 to 15% of the candidate cohort are invited to attend the Academic Scholarship Assessment Day. The Academic Scholarship Assessment will be in lieu of the interview, as there is an interview element to the Scholarship Assessment. The decision by the Head to put a candidate forward for Academic Scholarship Assessment is final; there is no recourse to appeal.

Internal candidates (STAHS Year 6): The STAHS Transitions Panel, will identify potential Academic Scholars from the Year 6 cohort and put them forward for Academic Scholarship Assessment. Normally, only the top-performing 10 to 15% of the year group are invited to the Scholarship Assessment. The Transitions Panel's decision to put a pupil forward (or not) for Academic Scholarship is final. If parents/guardians of a STAHS Year 6 pupil would like their child to be considered for an Academic Scholarship and they have not been put forward by the Transitions Panel, the parents may instead register their child to sit the entrance assessment with external candidates. If the pupil's outcomes on the Assessment Day are within the top 10% to 15% of the candidate cohort, they will be invited for the Academic Scholarship Assessment as outlined above for external candidates.

Assessment: The assessment process for Atkins Scholarships will consist of small group activities, an interview, and some individual tasks. There is no need to prepare specifically for the assessment.

Middle School - Hodgkin Scholars – entry in Year 10:

In Year 9, STAHS pupils not currently holding an Academic Scholarship may choose to apply for an Academic Scholarship from Year 10. Applications are due in Year 9.

Parents of external candidates wishing for their child to be considered for a Hodgkin Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Successful candidates are likely to be amongst the top 10 to 15% of their cohort in terms of academic attainment and have a positive behaviour record, including good attendance, punctuality and excellent personal and academic conduct.

Assessment: The best applications will be shortlisted for interview. The assessment process for Hodgkin Scholarships will consist of a presentation to a selection panel of senior staff on a pre-agreed topic of the candidate's choice, followed by questions from the panel, a general interview, and a review of the candidate's academic (including co-curricular and super-curricular) engagement and achievement to date.

Sixth Form - De Beauvoir Fellows – entry in Year 12:

In Year 11, STAHS pupils not currently holding an Academic Scholarship may choose to apply for a De Beauvoir Fellowship from Year 12. Applications are due in Year 11.

Parents of external candidates wishing for their child to be considered for a De Beauvoir Fellowship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the fellowship by the deadline date in the year preceding entry.

Successful candidates are likely to be amongst the top 10 to 5% of the cohort in terms of academic attainment and have a positive behaviour record, including good attendance, punctuality and excellent personal and academic conduct.

Assessment: The best applications will be shortlisted for interview. The assessment process for De Beauvoir Fellowships will consist of a presentation to a selection panel of senior staff on a pre-agreed topic of the candidate's choice, followed by questions from the panel, a general interview, and a review of the candidate's academic (including co-curricular and super-curricular) engagement and achievement to date.

Art Scholarships

Information on the STAHS Art Scholarship programme including the entry criteria, expectations of Art Scholars and requirements for maintaining the award can be found on the website and in the Scholarships Brochure. The conditions of the award are also sent to parents at the time of offer.

There are two points of entry for Art Scholarships: Year 10 and Year 12. Candidates must take GCSE Art (Year 10 Scholars) or A level Art (Year 12 Scholars).

Year 10 entry:

STAHS Year 9 pupils may choose to apply for the award from Year 10 and should submit the application form for the Scholarship by the deadline date in Year 9.

Parents of external candidates wishing for their child to be considered for an Art Scholarship should complete the standard application form for entry to STAHS, pay the application fee

and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Candidates must submit a portfolio of recent work that they have completed both in and outside of school.

In the Art Scholarship Assessment candidates will participate in an in-person assessment of their portfolio, where they will be asked to discuss the technical and academic aspects of their work. Candidates will be interviewed by the Head of Art and another member of the Art Department.

Year 12 entry:

STAHS Year 11 pupils not currently holding an Art Scholarship may choose to apply for the award from Year 12 and should submit the application form for the Scholarship by the deadline date in Year 11.

Parents of external candidates wishing for their child to be considered for an Art Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Candidates must submit a portfolio of recent work that they have completed both in and outside of school, including highlights of their GCSE work where applicable.

In the Art Scholarship Assessment candidates will participate in an in-person assessment of their portfolio, where they will be asked to discuss the technical and academic aspects of their work. Candidates will be interviewed by the Head of Art and another member of the Art Department.

Design and Technology Scholarships

Information on the STAHS Design and Technology Scholarship programme including the entry criteria, expectations of Design and Technology Scholars and requirements for maintaining the award can be found on the website and in the Scholarships Brochure. The conditions of the award are also sent to parents at the time of offer.

There are two points of entry Design and Technology Scholarships: Year 10 and Year 12. Design and Technology Scholarships will be considered for any of the three disciplines of Food Preparation and Nutrition, Textiles and Product Design. Candidates must take GCSE Design and Technology or GCSE Food Preparation and Nutrition (Year 10 Scholars) or A level Design and Technology (Year 12 Scholars).

Year 10 entry:

STAHS Year 9 pupils may choose to apply for the award from Year 10 and should submit the application form for the Scholarship by the deadline date in Year 9.

Parents of external candidates wishing for their child to be considered for a Design and Technology Scholarship should complete the standard application form for entry to STAHS,

pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Candidates must submit an application form to include details of competitions, clubs and events that they have been involved in. Candidates must also submit a portfolio of their current and recent work in any of the three disciplines.

In the Design and Technology Scholarship Assessment candidates will participate in an in-person assessment of their portfolio, where they will be asked to discuss the technical and academic aspects of their work. Candidates will be interviewed by the Head of Design and Technology and a specialist teacher for the discipline of their choice.

Year 12 entry:

STAHS Year 11 pupils not currently holding an Art/ Design and Technology Scholarship may choose to apply for the award from Year 12 and should submit the application form for the Scholarship by the deadline date in Year 11.

Parents of external candidates wishing for their child to be considered for an Art/ Design and Technology Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Candidates must submit an application form to include details of competitions, clubs and events that they have been involved in. Candidates must also submit a portfolio of their current and recent work in any of the three disciplines.

In the Design and Technology Scholarship Assessment candidates will participate in an in-person assessment of their portfolio, where they will be asked to discuss the technical and academic aspects of their work. Candidates will be interviewed jointly by the Head of Design and Technology and a specialist teacher within the Design and Technology department.

Drama Scholarships

Information on the STAHS Drama Scholarship programme including the entry criteria, expectations of Drama Scholars and requirements for maintaining the award can be found on the website and in the Scholarships Brochure. The conditions of the award are also sent to parents at the time of offer.

There are three points of entry for Drama Scholarships: Year 7, Year 10 and Year 12. Candidates must take GCSE Drama (Year 10 Scholars) or A level Drama (Year 12 Scholars).

Pupils applying for a Drama Scholarship may be offered a Drama Exhibition Award rather than a Scholarship. An Exhibition Award includes the same opportunities as Scholars to perform and receive specialist training, including participation in masterclasses, workshops and projects with theatre practitioners.

Year 7 entry:

Parents wishing for their child to be considered for a Drama Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the autumn of the year

preceding entry. Current Year 6 STAHS pupils should submit the application form for the Scholarship by the deadline date in the autumn of the year preceding entry.

A portfolio in support of applications is required. Internal and external candidates must submit one reference from their current school or an outside drama group.

In the Drama Scholarship Assessment candidates are required to perform a prepared monologue, followed by a feedback session in which they will be asked about their piece, and will be expected to take direction on their performance.

All candidates are interviewed by the Director of Drama and Head of Academic Drama and participate in a Q&A session with current Sixth Form Drama Scholars.

Year 10 entry:

STAHS Year 9 pupils not currently holding a Drama Scholarship may choose to apply for the award from Year 10 and should submit the application form for the Scholarship by the deadline date in Year 9.

Parents of external candidates wishing for their child to be considered for a Drama Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

A portfolio in support of applications is required. External candidates must submit one reference from their current school or an outside drama group.

In the Drama Scholarship Assessment candidates are required to perform a prepared monologue, followed by a feedback session in which they will be asked about their piece, and will be expected to take direction on their performance.

All candidates are interviewed by the Director of Drama and participate in a Q&A session with current Sixth Form Drama Scholars.

Year 12 entry:

STAHS Year 11 pupils not currently holding a Drama Scholarship may choose to apply for the award from Year 12 and should submit the application form for the Scholarship by the deadline date in Year 11.

Parents of external candidates wishing for their child to be considered for a Drama Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

A portfolio in support of applications is required. External candidates must submit one reference from their current school or an outside drama group.

In the Drama Scholarship Assessment candidates are required to perform a prepared monologue, followed by a feedback session in which they will be asked about their piece, and will be expected to take direction on their performance.

All candidates are interviewed by the Director of Drama and participate in a Q&A session with current Sixth Form Drama Scholars.

Music - Du Cane Instrumental and Du Cane Choral Scholarships

Du Cane Scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Information on the STAHS Du Cane Scholarship programme, including the entry criteria, expectations of Scholars and requirements for maintaining the award can be found on the website and in the Scholarships Brochure. The conditions of the award are also sent to parents at the time of offer.

Du Cane Scholars are normally awarded a 10% reduction in fees. However, a reduction of up to 25% may be awarded to Du Cane Instrumental Scholars in extraordinary circumstances; eg, when a Scholar is particularly proficient in an instrument which is in demand at the School or when a Scholar is extraordinarily talented across a number of instruments.

Pupils applying for a Du Cane Scholarship in Year 7, Year 10 and Year 12 may be offered a Music Exhibition Award rather than a Scholarship. An Exhibition Award provides pupils with free tuition on one instrument/voice during term time. In addition, the programme includes the same opportunities as Scholars to perform and participate in professional masterclasses and specialist support in improving musical performance, composition and listening. There are three points of entry for the Du Cane Instrumental Scholarships: Year 7, Year 10 and Year 12. Du Cane Choral Scholarships are awarded in Year 7 and Year 10 and will be awarded in Year 12 from 2025.

Year 7 entry:

Parents wishing for their child to be considered for a Du Cane Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the autumn of the year preceding entry. Current Year 6 STAHS pupils should submit the application form for the Scholarship by the deadline date in the autumn of the year preceding entry.

Instrumental Scholarship Candidates should offer two instruments (although an outstanding candidate with just one of Grade 7 standard would be considered). Normally candidates will have reached a minimum standard of Grade 5 on their principal instrument, although the potential of the candidate is an important factor.

In the assessment for Instrumental Scholarship, candidates will be required to perform one or two contrasting pieces on the principal instrument and one on the second and any other instrument offered. Candidates will be required to sing a short, prepared piece unaccompanied and will also be given a sight-reading test on one of their instruments, as well as aural and musicianship tests.

In the assessment for Choral Scholarship candidates perform two contrasting songs of their choice in any genre, have the opportunity to play a piece of their choice on an instrument and must prepare a verse of one unaccompanied song, such as a folk song. Candidates are tested in sight-singing and aural ability.

All Du Cane Scholarship Candidates are interviewed by the Director of Music and references from current teachers may be provided.

Year 10 entry:

STAHS Year 9 pupils not currently holding a Du Cane Scholarship may choose to apply for the award from Year 10 and should submit the application form for the Scholarship by the deadline date in Year 9.

Parents of external candidates wishing for their child to be considered for a Du Cane Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Instrumental Scholarship Candidates should offer two instruments (although an outstanding candidate with just one would be considered). Normally candidates will have reached a minimum standard of Grade 7 on their principal instrument.

At assessment for Instrumental Scholarship, candidates will be required to perform one or two contrasting pieces on the principal instrument and one on the second and any other instrument offered. Candidates will be required to sing a short, prepared piece unaccompanied and will also be given a sight-reading test on one of their instruments, as well as aural and musicianship tests.

All Du Cane Scholarship Candidates are interviewed by the Director of Music and references from current teachers may be provided.

Year 12 entry:

STAHS Year 11 pupils not currently holding a Du Cane Scholarship may choose to apply for the award from Year 12 and should submit the application form for the Scholarship by the deadline date in Year 11.

Parents of external candidates wishing for their child to be considered for a Du Cane Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Instrumental Scholarship Candidates should offer two instruments (although an outstanding candidate with just one would be considered). Normally candidates will have reached a minimum standard of Grade 8 on their principal instrument.

At assessment for Instrumental Scholarship, candidates will be required to perform two contrasting pieces on the principal instrument, plus a piece on any supporting instruments/voice. Candidates will be given a sight-reading test and aural tests.

All Du Cane Scholarship Candidates are interviewed by the Director of Music and references from current teachers may be provided.

Sport Scholarships

Information on the STAHS Sport Scholarship Programme and the Elite Athlete Support Programme, including the entry criteria, expectations of Sport Scholars and requirements for maintaining the award can be found on the website and in the Scholarships Brochure. The conditions of the award are also sent to parents at the time of offer.

There are three points of entry for Sport Scholarships: Year 7, Year 10 and Year 12.

Year 7 entry:

Parents wishing for their child to be considered for a Sport Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the autumn of the year preceding entry. Current Year 6 STAHS pupils should submit the application form for the Scholarship by the deadline date in the autumn of the year preceding entry.

Candidates must submit a personal statement and Sporting Portfolio along with sporting references from two of the following: sports coach, Headteacher, Director of Sport or PE Teacher.

In the Sport Scholarship assessment candidates will be assessed for athletic potential, teamwork and leadership. All candidates will have an individual or group interview with the Director of Sport.

Year 10 entry:

STAHS Year 9 pupils not currently holding a Sport Scholarship may choose to apply for the award from Year 10 and should submit the application form for the Scholarship by the deadline date in Year 9.

Parents of external candidates wishing for their child to be considered for a Sport Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Candidates must submit a personal statement and sporting portfolio along with sporting references from two of the following: sports coach, Headteacher, Director of Sport or PE Teacher.

In the Sport Scholarship assessment candidates will be assessed for athletic potential, teamwork and leadership, including in one or more of the main STAHS team sports during a squad training session. All candidates will have an individual or group interview with the Director of Sport.

Year 12 entry:

STAHS Year 11 pupils not currently holding a Sport Scholarship may choose to apply for the award from Year 12 and should submit the application form for the Scholarship by the deadline date in Year 11.

Parents of external candidates wishing for their child to be considered for a Sport Scholarship should complete the standard application form for entry to STAHS, pay the application fee and submit the application form for the Scholarship by the deadline date in the year preceding entry.

Candidates must submit a personal statement and Sporting Portfolio along with sporting references from two of the following: sports coach, Headteacher, Director of Sport or PE Teacher.

In the Sport Scholarship assessment candidates will be assessed for athletic potential, teamwork and leadership, including in one or more of the main STAHS team sports during a squad training session. All candidates will have an individual or group interview with the Director of Sport.

Review of Scholarship Awards

Near the end of each term, the members of staff responsible for each Scholarship Programme will provide the Assistant Head Academic with the names of any pupils who are not currently meeting the criteria for maintaining their Scholarship. The member of staff will also meet individually with these pupils to offer support and advice to help them engage constructively with the Scholarship Programme. Parents will be informed of any such discussions. Pupils who have failed to meet the criteria will (where appropriate) be placed on an action plan that they must adhere to in order to avoid losing their Scholarship.

Academic Scholarship holders in Year 7, Year 8, Year 9, Year 10 and Year 12 will attend an annual Scholar's Review meeting, in Trinity Term, with the Assistant Head Academic Development. Holders of all other Scholarships will meet with the member of staff responsible for the pupil's Scholarship Programme (for example, the Director of Drama, Music, etc.). The meeting will provide the pupil an opportunity to reflect on their engagement with Scholarship Programme, how they have benefited from the additional support and how they have contributed to the STAHS community through their Scholarship activities. This reflection will be driven by the products, presentations and performances they have produced as part of the programme.

The member of staff responsible for the Scholarship Programme will provide feedback in the form of a Scholar's Report, which will be shared with parents and included in the pupil's Scholar's Portfolio.

After the meeting, the Assistant Head Academic Development will make one of the following recommendations to the Head, in consultation with key staff:

- Recommendation to retain the Scholarship, with commendation for excellence
- Recommendation to retain the Scholarship
- Recommendation for improved engagement with the Scholarship Programme (via an action plan) to prevent the loss of the award
- Recommendation for removal of the Scholarship (following an unsuccessful completion of an action plan).

Following a review of recommendations, the Head will write to the pupil and parents with the outcome of the Scholar's Review meeting.

Scholarship Terms and Conditions

1. **Awarding of Scholarships.** Scholarships are granted at the sole discretion of St Albans High School for Girls.

2. **Obligations of the Pupil.** A pupil who is in receipt of a Scholarship award is required to meet the criteria for the maintenance of the award as outlined by the School. It is the pupil's responsibility to maintain their Scholar's Portfolio as evidence of their engagement with the Scholarship Programme. In addition to meeting the specific requirements of the Scholarship Programme, all Scholars must adhere to the School's required standards of conduct, attendance and progress.
3. **Obligations of the Parents/Guardians.** The parents/guardians are required to support and encourage the pupil, to engage fully with the Scholarship Programme, to maintain a constructive relationship with the School and to uphold the aims and good name of the School. The parents are also required to pay the balance of fees and extras by the first day of term.
4. **Annual Review.** All Scholarships will be subject to annual review (the Scholar's Review) to ascertain each pupil's engagement with the Scholarship Programme. Following the annual review, the School reserves the right to remove the award should it be clear that the pupil is not meeting the criteria for maintaining the award. However, any such adjustment of award will not operate so as to increase the fees due in respect of a term which has already commenced.
5. **Withdrawal of the Scholarship.** The Scholarship may be withdrawn by written notice sent to a parent as a result of the Annual Review under paragraph 4 above or if, in the opinion of the Head, the pupil or a parent has not complied with the obligations set out in paragraphs 2 and 3 above. Withdrawal of the Scholarship will take effect from the start of the following term. If within fourteen (14) days following the withdrawal of a Scholarship award in its entirety a child is withdrawn from the School, no fees in lieu of notice will be payable.
6. **Fees in Lieu of Notice.** For the avoidance of doubt, fee reduction related to a Scholarship does not apply to any term for which the School has required payment of fees in lieu of notice.
7. **Conditions of the Scholarship.** These Scholarship Terms and Conditions take precedence over any of the School's standard 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 Scholarship Terms and Conditions shall be interpreted with them.

Instrumental/Choral Exhibition Terms and Conditions

1. The Exhibition includes free tuition in one instrument/voice at school during term time. This means half a block's one-to-one instruction (currently 30 min in length) per week with a specialist teacher in the Exhibitioner's chosen instrument/voice, for the entirety of the length of their award.
2. **Awarding of Exhibitions.** Exhibitions are granted at the sole discretion of St Albans High School for Girls.
3. **Obligations of the Pupil.** A pupil who is in receipt of an Exhibition award is required to meet the criteria for the maintenance of the award as outlined by the School. In addition to

meeting the specific requirements of the Exhibition Programme, all Exhibitioners must adhere to the School's required standards of conduct, attendance and progress.

4. **Obligations of the Parents/Guardians.** The parents/guardians are required to support and encourage the pupil, to engage fully with the Exhibition Programme, to maintain a constructive relationship with the School and to uphold the aims and good name of the School.
5. **Annual Review.** All Exhibitions will be subject to annual review (the Exhibitioner's Review) to ascertain each pupil's engagement with the Exhibition Programme. Following the annual review, the School reserves the right to remove the award should it be clear that the pupil is not meeting the criteria for maintaining the award.
6. **Withdrawal of the Exhibition.** The Exhibition may be withdrawn by written notice sent to a parent as a result of the Annual Review under paragraph 4 above or if, in the opinion of the Head, the pupil or a parent has not complied with the obligations set out in paragraphs 2 and 3 above. Withdrawal of the Exhibition will take effect from the start of the following term, including withdrawal of free voice/instrumental tuition at school during term time.
7. **Conditions of the Exhibition.** These Exhibition Terms and Conditions 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 Exhibition Terms and Conditions shall be interpreted with them.

Drama Exhibition Terms and Conditions

1. The Exhibition does not have any financial award attached to it. However, pupils in receipt of an Exhibition have full access to the Drama Scholarship programme, including opportunities to perform and receive specialist training, participation in masterclasses, workshops and projects with professional theatre practitioners, and invitations to professional productions.
2. **Awarding of Exhibitions.** Exhibitions are granted at the sole discretion of St Albans High School for Girls.
3. **Obligations of the Pupil.** A pupil who is in receipt of an Exhibition award is required to meet the criteria for the maintenance of the award as outlined by the School. In addition to meeting the specific requirements of the Exhibition Programme, all Exhibitioners must adhere to the School's required standards of conduct, attendance and progress.
4. **Obligations of the Parents/Guardians.** The parents/guardians are required to support and encourage the pupil, to engage fully with the Exhibition Programme, to maintain a constructive relationship with the School and to uphold the aims and good name of the School.
5. **Annual Review.** All Exhibitions will be subject to annual review (the Exhibitioner's Review) to ascertain each pupil's engagement with the Exhibition Programme. Following the annual review, the School reserves the right to remove the award should it be clear that the pupil is not meeting the criteria for maintaining the award.
6. **Withdrawal of the Exhibition.** The Exhibition may be withdrawn by written notice sent to a parent as a result of the Annual Review under paragraph 4 above or if, in the opinion of the Head, the pupil or a parent has not complied with the obligations set out in paragraphs 2 and 3 above.
7. **Conditions of the Exhibition.** These Exhibition Terms and Conditions 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 Exhibition Terms and Conditions shall be interpreted with them.

NUMBER OF BURSARY AWARDS AND SCHOLARSHIPS

Number of Bursary Awards

The number of Bursary Awards offered varies from year to year and depends on the amount of money available in the Bursary Fund. (The Bursary Fund is raised through fundraising events and contributions from individual or commercial donors to the Fund.)

Regardless of the Bursary Fund, the annual School Budget includes an allocation to go towards financing bursary awards amounting to the full fees equivalent of approximately 5% of places in the Senior School. This amount is reviewed regularly.

Number of Scholarships and Exhibitions

The number of Scholarships awarded each year varies depending on the candidate cohort. Typically, between 10 and 15% of Senior School pupils will be identified as Academic, Music, Sport, Drama or Art/Design and Technology Scholars.

A small number of Exhibitions may be offered each year to suitable candidates in Drama and Instrumental and Choral disciplines in Year 7, Year 10 and Year 12. They are awarded if the candidate's(s') performances on the assessment days/at interview meet the selection criteria in an outstanding manner, and the candidate(s) in question narrowly score(s) below the offer-holder(s) for the Scholarship.