

## **JUNIOR SCHOOL BURSARIES APPLICATION PROCESS**

### **Stage 1 – The Application**

Where the child does not already attend the High School an application for a place at the school must have been received before the bursary application can be considered. Bursary applications require to be submitted by the end of the December prior to the session for which the bursary is being applied. Applications received after this date but before the assessment date may be considered. Applications received at any other time will only be considered if the funds allocated to Junior School Bursaries have not been fully taken up.

Applications will be acknowledged on receipt.

### **Stage 2 – The Academic Assessment**

**Where the application is from a new entrant to the school** the performance in the Entrance Assessment will be the basis for considering academic ability. New entrants usually sit the Assessment in January, and the assessment is a Cognitive Abilities Test.

**Where the applicant is already attending the High School**, pupils progressing into L6 and L7, along with the rest of the year group, will sit the test in class during L5. Pupils going into Form 1 will sit the test while they are in L7, again, with the rest of their year group. This testing usually takes place in January. This testing is part of the ongoing process of monitoring the progress of all pupils and not specifically for assessing bursary applicants.

### **Stage 3 – The Financial Assessment**

For all applications the Bursar will consider the financial circumstances of the family as disclosed in the application form. If it is felt the circumstances merit consideration for a bursary, a financial assessment will be undertaken to determine the level of bursary it is felt would be required to allow the child to enter/remain at the school. In order to assist in this process the Bursar may require a meeting with the applicant. On the basis of the financial and academic assessments following consultation with the Rector, Deputy Rector and Assistant Rector - Junior School, the Bursar will make a recommendation for consideration by the Awards Committee of the Board.

### **Stage 4 – Bursary proposal**

The Awards Committee of the Board of Directors meet in February to consider all the applications and the Bursar's recommendations. At this point applications are referred to by case number and all names are removed to preserve anonymity and confidentiality. The Bursar presents each of the cases with the Rector providing comment with regard to the academic performance. The Awards Committee must work within the limited funds that are available and on this basis decide upon those bursaries that are to be granted. At present the maximum bursary that will be granted is 50% of the tuition fee.

**April 2019**