**Scholarship and Bursaries at North London Grammar School**

**Introduction**

North London Grammar is committed to broadening access to the school. Means tested Scholarship and Bursaries are offered to new pupils to the School from Year 3 through Year 11. Cases for existing pupils will also be considered from time to time.

North London Grammar offers Scholarship and Bursaries to children who show ability and potential for the future and whose parents would not otherwise be able to send or continue to send their child to the School, in the view of the Head Teacher.

**Assessment**

Scholarship and Bursary funds are limited and future pupils judged most suitable will be given priority as likely to gain most from the educational provision. Attention is given to the academic assessment result of each applicant, but potential and contribution to the school will be considered as well as performance. Each child to whom support is offered must, in the opinion of the Head Teacher, be likely to make good academic progress.

Potential pupils are expected to sit a CAT4 exam. There will also be an interview with the Head Teacher or another senior member of staff. A school report will also be requested from the child’s current school.

An annual review will be carried out by the Head Teacher and will include a meeting with the parents should there be any concerns.

**Financial Information**

The Head Teacher will take into consideration all relevant aspects of a family’s financial situation. Parents will be asked to complete a “Confidential Statement” and provide other financial documents such as bank statements, mortgage documents, or other formal financial statements, in order to ensure fairness of allocation. All information provided will be confidential to the Head Teacher, Bursar and the School’s Finance department.

The School may ask an independent, professional firm to process and review the financial information provided. Additional information in support of the application and a home visit could be requested. Any information provided to or by this firm will be treated with the same level of confidentiality as that provided directly to the School and all applicants will be made aware of their involvement before information is released to them.

Extracurricular activities, school trips, clubs, transportation, lunch, uniform, CAT4 exam fee, books, stationary or any other cost except for the tuition fee would be payable in full by parents. It is likely that the School will be able to award the following scholarship and Bursaries for each YEAR GROUP:

* 100% to 1 student
* 75% to 1 student
* 50% to 2 students
* 25% to 3 students

**Timings**

Tests and interviews will take place at a time to be determined by the Head Teacher and will be conducted at North London Grammar, except in extreme circumstances. A Scholarship or Bursary cannot be offered if a child and his parents have not visited the School. Due to Covid-19, this exam will be online.

**Offer and Acceptance of Scholarship and Bursaries**

Parents will be asked to sign their acceptance or rejection of any offer that is made, within 14 days of its issue.

Should a scholarship / bursary be accepted but a child is subsequently removed from the School without enough notice, the full fees for the term will be charged in lieu of such notice.

**Annual Review**

All Scholarship and Bursaries will be subject to an annual review, to include a review of the adequacy of the pupil’s progress, attitude or behaviour by the Head Teacher.

If there are any concerns, the Head Teacher will meet with parents. If it becomes necessary to withdraw a scholarship as a result of the annual review, formal notice will be given to parents in accordance with the terms and conditions set out in the appendix.

In the instance where for example parents/guardians are late in making payment of any contribution they are making towards the fees; the Head Teacher and Bursar also have the discretion to reduce or to withdraw a scholarship. Formal notice of such action would be issued in accordance with the appendix.

**Confidentiality**

In accordance with data protection legislation and the School’s Privacy Notice, all applicants’ details will be kept on file.

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

**Head Teacher**

**May 2020**

Appendix

**North London Grammar School**

**Conditions of Award**

1. **Obligations of the Pupil:** A 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. These are the *Purposes of the Award*.

2. **Obligations of the Parent/s:** The parents are expected to support and encourage the Pupil to achieve the purposes of the Award and to uphold the aims and the good name of the School. The parents are also required to pay the balance of the account by the first day of term.

3. **Withdrawal of the Award*:*** The Award may be withdrawn by written notice sent to a parent if, in the opinion of the Governors acting in good faith, the Pupil or a parent has not complied with the obligations set out at paragraphs 1 and 2 above or otherwise the Pupil has fallen below the required standards of conduct and progress and in the further opinion of the Governors there has been no significant improvement following consultation with a parent and/or the Pupil and a written warning. Withdrawal of the Award shall take effect from the start of the following term.

Further, the Award may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.

4. **Repayment events:** Parents shall be required forthwith upon written notice to repay all or part of the benefits they have received under the Award in any of the following circumstances:

a) up to three terms benefits (if received) if the Pupil has engaged in serious misconduct or has been expelled or removed for reasons of misconduct by the requirement of the Head acting in good faith;

b) up to three terms benefits (if received) in a case of the Pupil being withdrawn for any reason during a school term without a term’s written notice having been given;

5. **Fees in lieu of notice:** For the avoidance of doubt, the benefits payable under an Award do not apply to any term for which the School has required payment of fees in lieu of notice.

6. **Deadline of this offer: All applications must be submitted by 26th of May, 2020. Any applications submitted after this date will not be eligible for bursary or scholarship.**

7. **Terms and Conditions:** 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 terms and conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.