



## Scholarship Awards Policy

### General

Millfield is committed to maintaining broad access to its schools for talented pupils who would benefit from an education at its preparatory and senior schools, by offering financial support with the payment of fees to parents who are otherwise unable to afford them.

On entry to the preparatory or senior schools, on transfer between them or on commencing Sixth Form studies, pupils may be offered a scholarship to recognise academic, sporting, musical or artistic achievements and/or potential. Scholarships may be honorary or may carry a nominal fee reduction of up to 15%; however, a small number of “Headmaster’s awards” may carry reductions of up to 50% in recognition of exceptional excellence in a particular area or areas. Millfield reserves the right to review a scholarship award if a pupil’s conduct or achievements fall short of expected standards.

Parents of children who have been awarded a scholarship may apply to have the scholarship augmented by an entry bursary, subject to a means assessment, should they not otherwise be able to afford for their children to enter the School. They may also apply for a hardship bursary once in the School should they experience a significant change in their financial circumstances. Bursaries take the form of a fee reduction (of up to 100% in exceptional circumstances). The level of fee reduction will be dependent on the parents’ financial resources.

Parents of children who have not been awarded a scholarship but who are already at either the preparatory or senior school may apply for a hardship bursary if there is a significant change in their circumstances (for example, a reduction in earnings or a redundancy) which could not reasonably have been foreseen at the time of entry into the relevant school. In such cases, bursaries would not normally be approved until the pupil has completed one academic year at that school. When considering such applications, account will also be taken of a report on the pupil’s contribution to the life of the school.

A limited number of bursaries may also be available on entry to the School in cases where a pupil does not meet the requirements for a scholarship.

### The Application Process

Parents may apply for a scholarship in writing to the Tutor for Admissions. Further details of the scholarship application process are available from the Admissions Office and on our website.

Parents seeking augmentation of a scholarship to be awarded on entry to one of the schools are required to complete an application form (Confidential Statement of Financial Circumstances) which requests details of income, certain outgoings, assets and liabilities. Forms can be obtained from, and completed applications (together with any required documentary evidence) should be returned to the Tutor for Admissions. All such applications must be completed fully and returned no later than the closing date which is advertised from time to time on the school’s website.

Subsequent applications arising from a significant change in financial circumstances should be addressed to the Bursar and may be submitted at any time. Such applicants will also be required to complete the Confidential Statement of Financial Circumstances.

### Considerations in the assessment process

The schools will assess all applications and may request a meeting with parents to ensure that the information declared has been correctly interpreted and, therefore, that the assessment has been carried out in a fair and consistent manner.

Each application is considered on its own merits. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the schools have a duty to ensure that any financial support they offer is well focussed and targeted towards those most in need. Therefore, in determining the appropriate level of assistance to be offered, factors in addition to current earnings may be considered, including:

- Suitability.

1. Scholarships. In considering a child's suitability for a scholarship (and entry bursary if applicable), attention will be given to an assessment of the child's overall academic, sporting, musical or artistic achievement or potential. Scholarship funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision.
2. Bursaries. In considering the suitability of a child who is currently at the School for a hardship bursary award, account will be taken of the pupil's progress and of their contribution to the life of the school, as well as of the change in the parents' financial circumstances.

- Financial circumstances. Where a child is judged suitable to receive an award, the amount of any assistance in addition to a scholarship is not influenced principally by the child's ability or potential but by the extent of need. Factors which the schools may take into account include but may not be limited to:

- The ability to improve the financial position or earning power of the family.
- Opportunities to release any capital (including investments and significant equity value in houses).
- The costs of any siblings at the schools.
- In cases of divorce or separation, the contribution made by both parents (unless otherwise directed by a Court Order).
- Any contribution to fees or other household costs by other family members or other outside sources.

All awards are subject to the school's ability to fund them within the context of its overall budget and cannot therefore be guaranteed.

### Review of Awards

In order that limited funds may be released when appropriate to meet the needs of other families, parents whose children are in receipt of bursary awards are required to bring to the schools' attention any material improvement in their financial circumstances.

The schools will review the amounts of bursary awards annually and in particular will carry out detailed assessments before a child (i) moves from the preparatory to the senior school and (ii) enters the sixth form.

### Confidentiality

The schools respect the confidentiality of scholarship and bursary awards and expect parents and pupils to do the same.