

**SCHOLARSHIPS AND BURSARIES  
INFORMATION FOR PARENTS**



**NOTRE DAME SCHOOL, COBHAM**  
Burwood House, Cobham, Surrey KT11 1HA

**SCHOLARSHIPS & BURSARIES  
INFORMATION PACK FOR PARENTS**  
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### Scholarships generally

1. The award of a scholarship recognises a candidate's exceptional promise in academic work, art, drama, music, sport or some other field to which it relates. A scholarship provides a partial remission of a percentage of annual tuition fees.
2. Scholarships are currently awarded on entry into Year 7 (11+), Year 9 (13+) and in the Sixth Form, further details are set out below.
3. An award is subject to satisfactory progress and behaviour on the part of the pupil and the support of both the pupil and parents for the aims and good name of the School.
4. The value of a Scholarship is not dependent on parental income. In cases of proven need, scholarships may be supplemented by a bursary or assisted place.
5. The award does not apply to any term for which fees in lieu of notice are payable. The value of the award is deducted from fees before any other allowance such as a bursary/ assisted place is calculated. In all other respects, the School's standard terms and conditions apply.

### Bursaries and Assisted places

1. Current parents who are experiencing genuine financial difficulties may apply to the School for a bursary by completing a bursary form which is available from the Bursary Office (email [badmin@notredame.co.uk](mailto:badmin@notredame.co.uk)). Bursaries are means tested and parents will be required to provide detailed financial information and may be interviewed by the Bursar in relation to their application.
2. Each year, at the discretion of the School, a number of assisted places are made available in selected year groups to pupils on entry to Notre Dame School. These places are offered to girls who would benefit from a Notre Dame Catholic education but whose families are unable to afford the full fees and who have no substantial capital assets. This support is also available to scholarship candidates. Parents will be required to provide detailed financial information and may be interviewed by the Bursar in relation to their application. The award shall be for a period of 12 months after which time the level of award and the parents current financial statement shall be reviewed. The award is entirely at the discretion of the School.
3. Funds for Bursaries and Assisted places are limited and those judged most suitable will be given priority, as will those likely to gain most from the educational provision. 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 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; 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 and contribution to household costs by other, wider, family members or outside sources. Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary: frequent or expensive holidays; new, luxury or superfluous cars; investment in significant home improvements; a second property / land holdings.

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4. The award of a bursary or assisted place shall be for a maximum period of 12 months after which time the level of bursary and parents' current financial statement shall be reviewed. The award is entirely at the discretion of the School.

### **Scholarships available**

Set out below are details of the awards available at Year 7 entry (11+) at Year 9 (13+) and to sixth formers.

#### **Year 7 Entry at 11+**

1. Academic, Art, Drama, Music and Sports Scholarships are available on entry into Year 7. Each scholarship is worth £1250 per year. There are up to 15 Scholarships available each year. The number and nature of the awards made each year depends on the calibre and strengths of the particular cohort. At least 2 are awarded to candidates from Notre Dame Preparatory School.
2. Each Academic Scholarship is awarded on academic merit based solely on the results of the 11+ entrance examination. For the avoidance of doubt, only those candidates who sit the 11+ entrance examination on the first (main) examination entrance day will be eligible for these Scholarships.
3. Each Music and Drama scholarship is awarded based on an audition and interview with the Director or Music or Drama respectively, focussing on potential and talent as well as current performance.
4. Each Sports scholarship is awarded on the results of a set of trials in swimming and at least one other sport, chosen from a list provided by the Head of Senior School Sport.
5. Art Scholarships are awarded based on a portfolio of work provided by a candidate and assessed by the Head of Art.
6. One third of the scholarship value will be credited against the fee invoice each term and, subject to good behaviour and academic progress, is tenable for five years, subject to annual review.

#### **Year 9 scholarships (13+)**

Academic, Art, Drama, Music and Sports scholarships are available to existing and new pupils on entry to Year 9. Each scholarship is worth £1250 per year. There are up to 15 Scholarships available each year. The number and nature of the awards made each year depends on the calibre and strengths of the particular cohort.

1. Each Academic scholarship is awarded on academic merit in three papers (English, Maths and NVR).
2. Sports scholarships are awarded on the results of trials in two sports, chosen from a list provided by the Head of Senior School Sport.

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3. Music and Drama scholarships are awarded on auditions and interviews with the Head of Music or Drama.
4. Art Scholarships are awarded based on a portfolio of work provided by a candidate and assessed by the Head of Art.
5. One third of the scholarship value will be credited against the fee invoice each term and, subject to good behaviour and academic progress, is tenable for three years, subject to annual review.

### Sixth Form Scholarships (Year 12 entry)

1. The following Scholarships are available on entry to the Sixth Form:

Award	Requirements	Closing Date for Applications	Value of Award (based on tuition fees)
Academic scholarship	<ul style="list-style-type: none"> <li>• Examination</li> </ul>	November	Up to 4 Scholarships - 25% of fees for 2 years, subject to annual review
Award in either <ul style="list-style-type: none"> <li>• Art and Design or</li> <li>• Music or</li> <li>• Drama or</li> <li>• Sport</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent potential to achieve a high grade in that subject at A Level.</li> <li>• Good results in other subjects.</li> <li>• External assessment in a practical situation or submission of a portfolio.</li> </ul>	November	Up to 4 Awards - 25% of fees for 2 years, subject to annual review

2. **Academic Scholarship:** girls applying for a scholarship will sit a two hour General Paper, which covers aspects of logic and argument, and is not subject specific. Those eligible for extra time or other access arrangements will be allowed those as usual for examinations. The results of this examination will be the criteria for awarding scholarships.

**Awards:** girls applying for Awards will be externally assessed in a practical situation or by submission of a portfolio, by a professional in the appropriate field. Girls will also need to provide evidence of excellent potential to achieve a high grade in that subject at A Level and good results in other subjects. The allocation of the awards across the categories depends on the calibre and strengths of the particular cohort.

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## NOTRE DAME SCHOOL CONDITIONS OF AWARD

**Please sign and return the copy letter to signify acceptance of the terms below**

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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.
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 before 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. **Confidentiality:** The value and terms and conditions of the Award shall remain confidential between the Parents and the School. The Award shall be withdrawn by the School immediately on any breach of this condition by the Parents. Please also see clause 6 below for details of events requiring repayment of benefits received.
5. **Annual Review:** The Award shall be subject to annual review. In addition to the provisions of these Conditions of Award and the School's Terms and Conditions, the continuation of the Award shall be dependent upon the Parents satisfying their financial obligations to the School each year.
6. **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.
  - c. up to three terms benefit (if received) if the student, for any reason of insufficient academic progress or attainment, does not complete the final term in Year 13.
7. **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.
8. **Standard Terms and Conditions:** These Conditions of Award take precedence over any of the School's standard terms and conditions which are inconsistent with them but in all other respects the standard terms and conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.