



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

SCHOLARSHIPS POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Joanna Fox

Governor Committee Review: Scholarships and Bursaries

Review Cycle: Triennial

Related Policies

Admissions

Bursaries

PRINCIPAL: Joanna Fox, BA (OU), PGCE (Anglia Ruskin).

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Since 1893

This policy applies to the Harrogate Ladies' College family of schools – Highfield Pre School, Highfield and College - hereafter referred to as "the School".

The School offers scholarships for pupils from the UK and overseas joining Upper 3, Lower 5 and Lower 6 (special arrangements will be made for candidates applying from overseas). Internal candidates may also apply for scholarships in Lower 5 and Lower 6 during Upper 4 and Upper 5 respectively.

What is a Scholar?

Scholars are pupils who demonstrate a passion for and excellence in their chosen field whether it be Academics, Art, Drama, Music, Choral, Textiles or Sport. At any one time in Harrogate Ladies' College there will also be a small number of 'College Scholars' which are awards of 110% of fees given to means tested pupils from the North Yorkshire area who show exceptional academic ability and display the qualities of an Academic Scholar as outlined here.

Scholars love to learn and love to encourage others to learn and develop; their energy inspires others and their curiosity helps to build the whole exciting learning community of HLC. Scholars can be Day or Boarding pupils.

Our aim is to give each pupil the encouragement, support and guidance she needs to be the best she can be. We do not want our scholars to feel that they must always achieve full marks, but we do expect them to try their best and apply themselves enthusiastically to school life. Our scholars should be role models, leading by example in a conscientious approach to their work and a willingness to help others who may be less obviously successful. Scholars in practical subjects (Art, Drama, Music, Choral, Textiles or Sport) are expected to participate fully in the extra-curricular programme of the department.

What is a Scholarship?

Scholarships are awarded as recognition of excellent previous achievement and potential for further successful development. The value of an Academic Scholarship is 5% of Day fees. The value of an Art, Drama, Music, Choral, Textiles or Sport Scholarship is 5% of Day fees. Candidates can only apply for **two** Scholarships each and - if successful - will only be given **one**.

Scholarships are normally valid from September of the year of entry until the end of each Key Stage. However, scholars' progress is reviewed annually to ensure a level of sustained effort, commitment and achievement is being maintained.

Application Process

The list of current Scholars is held by the Principal's PA.

The management of the scholars is the responsibility of the Deputy Head (Academic) and relevant Head of School who will monitor the progress of the scholar. Where a scholar is giving cause for concern, the concern will be raised by the Head of School and steps taken to support the pupil. Where underperformance is consistent and help has been offered, the matter will be discussed with the Principal. The school reserves the right to withdraw the scholarship at the end of a Key Stage (or before, in exceptional circumstances) if there is consistent poor performance. In this instance, the pupil and parent would be alerted to this possibility in advance.

Criteria for success requires a combination of factors including those given below:

- Test results (including baseline data and school examinations)
- Nascent ability
- Academic tenacity and rigour
- Genuine academic curiosity
- Creative/ lateral thinking
- Passion for learning
- Awareness of wider world
- Desire to share excitement about learning with others

The Deputy Head (Academic), in association with the Director of Marketing and Admissions and Heads of School, arrange the process for Scholarship Assessment for all external candidates, and the Principal's PA for internal candidates, which includes:

- Arranging the Scholarship timetable and liaising with relevant staff;
- Sending personalised letters to candidates to advise them of their Scholarship Assessment Programme;
- Collating papers for Academic Scholarship Assessment;
- Coordinating a feedback and decision making meeting; and
- The Principal liaises with families about the outcomes and the Principal's decision is final. Written feedback is offered to all candidates.

Scholarship process: External candidates

New Scholars from external candidates (following January assessment process)		
September	Principal writes to Parents of Prospective Pupils and Heads of Feeder Schools inviting them to apply for a Scholarship. All applications from external candidates will be managed through the Admissions Department.	Principal and Director of Admissions
December	Deadline for application for Entrance and Scholarship Assessment with reports and references from current school.	Parents and Director of Admissions
January	Entrance Assessment: 11+ • NVR, English and Maths papers • Interview with a member of the Leadership Team	
	Scholarship Assessment: 11+, 14+, 16+ • practical assessment where relevant and interview with Head of Department • scholarship interview with Principal • general paper if Academic	Principal, Heads of Departments, Director of Admissions, Heads of School
January 31	Outcome sent to families and feeder schools (including Highfield) sent out with the outcome of standard assessment for entry.	Principal and Director of Admissions

New Scholars from external candidates (following individual assessment process)		
Entrance Assessment	Entrance Assessment: 11+ UK - NVR, English and Maths papers Entrance Assessment: Overseas all ages - Maths and English papers	Director of Admissions
Initial Interview	On the basis of the initial interview and entrance assessment, or on the recommendation of the current school, candidates are recommended to apply for a Scholarship.	Principal and Director of Admissions
Scholarship Assessment Process	Scholarship Assessment: 11+, 14+, 16+ - practical assessment where relevant and interview with Head of Department (overseas candidates can send e portfolio or recording) - scholarship interview with Principal (overseas candidates can Skype) - general paper if Academic	Principal, Heads of Departments, Director of Admissions, Heads of School
Outcome	Outcome sent to families and feeder schools/ agents.	Principal and Director of Admissions

Scholarship process: Internal candidates

New Scholars from current pupils		
December	Principal writes to parents of all Upper 4 and Upper 5 pupils inviting them to apply for a Scholarship following the same procedure as external candidates.	Principal
January	All applications from new internal candidates will be sent to the Principal via the Principal's PA with a deadline of the first day of Spring term.	Parents, Principal's PA
February	Scholarship Assessment • Upper 4 - as external - plus MiDYIS • Upper 5 - as external - plus Yellis and Mock results	Principal's PA, Principal, Heads of Departments Heads of School, CSLT review
March	Outcome to families.	Principal's PA

Scholarship review process: current scholars		
February	Heads of Lower and Middle School ask the Heads of Academic Departments for all current scholars if there is any reason why individual Scholars should not continue as Scholars in the next key stage – if they continue there will be no change to their award. If there are concerns, CSLT will discuss whether further action is taken. As well as classroom and practical performance and evidence of fulfilling the criteria of a Scholar the following will also be taken into account • Upper 4 - plus MiDYIS • Upper 5 - plus Yellis and Mock results	Principal's PA, Heads of Lower and Middle School CSLT
March	Parents of current Scholars will be advised by half term whether their Scholarship will continue or not.	Principal