

Bursaries, Scholarships, and Other Remissions Policy



St John's College, Cardiff

BURSARIES, SCHOLARSHIPS, AND OTHER REMISSIONS POLICY

This policy applies to all sections of the School:

Sixth Form, Senior School, Junior School,
Infant School & Nursery.

Version: September 2025

Awards will be made according to our annual budget and with the intention of supporting pupils who wish to attend St John's College.

All Bursary and Scholarship awards are approved by named members of the Board of Trustees. The awards will be deducted from the standard fee structure for the respective academic year as advertised on the school's website under the following page:

<https://www.stjohnscollegecardiff.com/admissions/fees>.

Awards are made according to need and under the following categories:

1. Means Tested Bursaries

As a registered Charity and as part of our Public Benefit requirements with the Charities Act 2011, St John's College offers financial support for parents of pupils who would otherwise not be able to experience an independent school education. There will be a limited number of awards each year based on the financial circumstances of the child's Parents/Guardians.

For New Pupils at St John's College

Bursary applications will only be assessed for successful applicants who have completed a school entrance examination and a school visit day.

The Bursary *Means Tested Application Form* must be completed and passed to our Finance Manager, along with any additional supporting information requested, before the annual deadline of 31st May for pupils starting in the September. The Financial circumstances of the Parents/Guardians will be assessed in line with the ISBA's Guidelines.

The Bursary award may be removed if any of the following conditions apply:

- i) The Parent/Guardian or child acts in breach of the School's Terms and Conditions;
- ii) In the opinion of the Headteacher, the child's attendance, progress or behaviour no longer merits the continuation of the award;
- iii) The Fee payers are more than 28 days in arrears in respect of any amount due and owing to the school;
- iv) The School's resources are insufficient to maintain the level of award;
- v) The Parents/Guardians fail to complete a *Means Tested Application Form*, or to provide information to support an annual review;
- vi) Failure to meet award criteria.

Means Tested Annual Review

Each Year, for the College to carry out an annual review, a Bursary *Means Tested Application Form* will have to be completed, along with the relevant requested documents enabling the Bursary to be re-assessed. As a result of the Annual review, the level of Bursary awarded maybe revised accordingly.

2. Hardship Awards - short-term assistance (*less than three full terms*)

For parents of existing pupils who can demonstrate a financial need, e.g. loss of job, ill-health, etc. For the award to be considered, the following must apply:

- i) Parents/Guardians should have no outstanding school debts;
- ii) Pupil's proven commitment to studies and ethos of St John's College at last two assessment sessions;
- iii) Completion of the *Means Tested Application Form*;
- iv) This award runs for a maximum of three full terms and a *Means Tested Application Form* will have to be re-completed if financial circumstances are unchanged.
- v) The parent/guardian must be able to give reasonable assurance that they will be able to make adjustment after the MT award expires. [Extra work, other income sources, lower rent/mortgage, etc.].

A **Hardship Award** may be removed if any of the following conditions apply:

- i) The Parent/Guardian or child acts in breach of the School's Terms and Conditions;
- ii) In the opinion of the Head, the child's attendance, progress or behaviour no longer merits the continuation of the award;
- iii) The Fee payers are more than 28 days in arrears in respect of any amount due and owing to the school;
- iv) The School's resources are insufficient to maintain the level of award.

Notification of a Bursary Award

The Notification of an award will be sent out by email to the Parent/Guardian before the start of the Academic year, or where the award is given during the year the letter will be issued within 1 week of the award being approved.

Confidentiality

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

Other Sources of Bursary Assistance

In addition to the College's bursary fund, there are a number of educational and charitable trusts that provide financial assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances, may be unable to remain.

The **Independent Schools Educational Grants Advice Helpline - 01932 865619**. The helpline provides advice and guidance to parents seeking information about help with fees. The helpline is open from 9am - 11 am Monday to Friday.

3. Scholarships

St John's College offers a limited number of scholarships each year for the below categories. All awards require a strong commitment and contribution to extra-curricular sport, music and promotion of the school's ethos. A *Scholarship Application Form* must be completed by the pupil and parent. The deadline for awards for the following Academic Year starting September is the end of the Advent term the previous year; academic scholarship examinations are scheduled for the following January. The deadline Sixth Form awards is the Lent term.

Scholarships are not means tested and the awards given represent the honour rather than a significant monetary value. If you require financial assistance beyond the award you may also apply for a bursary. Any accompanying bursary application must be made in full, prior to the scholarship examination so that any offer made can consider both applications. Please seek further information from the Admissions team.

i) Academic

For an Academic Scholarship to be awarded, scholarship pupils will be expected to indicate that they are performing to a consistently high standard across all subjects and that they subscribe to a good work/ behavioural ethic and the ethos at St John's College. All applications for awards must be received prior to entry to R12, R14, and Lower Sixth. A limited number of awards for R12 and R14 are based on results of a scholarship examination and school reports. Sixth Form awards are based on GCSE results, school reports, and an academic reference.

Awards for external candidates are based on entrance examinations, current school reports and school reference. Sixth Form awards are based on GCSE results, a successful interview and a positive reference form their previous school. There is an expectation placed on academic scholars to be academic role models and involve themselves in the wider academic life of the school, for example: Learning Leaders.

ii) Musical/Orchestral

Orchestral Scholarship Applications to the orchestra will be assessed by the Director of Music and Head of Academic Music. Pupils have to be enrolled at SJC to apply. To be awarded, the scholarship pupils will be expected to complete a successful audition with their chosen instrument, fully subscribe to the responsibilities of the orchestra, attending rehearsals and concerts as required as well as engaging in active study and progression towards at least one musical instrument via a mainstream Music examination board. Outstanding commitment and progress should be evident. Pupils who play a non-orchestral instrument can apply to a wider range of ensembles. For instance: Big Band, Flute Choir, Percussion Ensemble and Brass Ensemble.

Pupils will be expected to give reasons for absence and keep a good attendance record. Upon acceptance to the orchestra, pupils maybe awarded a scholarship for the duration of their time as long as criteria is fully met. Please be aware that only one Scholarship award per child will be awarded for either Choir or Orchestra.

iii) Sport

To be awarded a Sports scholarship, pupils will have already achieved a recognisable high standard in their chosen sport/s, and be expected to fully subscribe to the responsibilities of the school's sports programmes, attending fixtures, and promoting their particular talent. Sports scholars will act as ambassadors for their chosen sport, assisting staff with coaching and promoting

participation. Pupils who are eligible to apply will be assessed by the Head of PE using predetermined criteria. Pupils will be expected to give reasons for absence and keep a good attendance record.

iv) Chess

There are a limited number of annual Chess awards available for the top ranked players. To be awarded the scholarship, top-ranking pupils will be expected to fully subscribe to the responsibilities of the school's chess programmes, attending tournaments and promoting their skills. Chess scholars will act as ambassadors for the school assisting staff with coaching and promoting participation. Pupils will be expected to give reasons for absence and keep a good attendance record.

Annual Review of Scholarships

All Scholarships will be reviewed annually with the appropriate Head or Director of the applicable department. As a result of the Annual review, the level of Scholarship awarded may vary upward or downward or maybe removed if the set criteria has not been met. Parents will be notified if a scholarship is to be removed following the annual review.

Notification of a Scholarship Award

The Notification of an award will be sent by email to the Parent or Guardian before the start of the Academic year, or where the award is given during the year, the letter will be issued within one week of the award being approved.

Cathedral Choral Foundation

At the heart of St John's College is the Cathedral Choral Foundation. As the Choir school to Cardiff Metropolitan Cathedral, St John's College provides the boy and girl choristers (ages 8-18) for weekly services, two annual concerts at St David's Hall, and numerous performance opportunities.

Over the years the Cathedral Choir has appeared in a major Hollywood film, performed with the world-renowned consort *The Tallis Scholars* and sung at Nôtre Dame, Paris. In addition, the choir has also given performances in Madrid, El Escorial, the cathedrals of Bruges and Ghent, St David's Hall, Christ Church Cathedral Oxford, Westminster Abbey and St Paul's Cathedral.

Cathedral Choral Scholarship Applications to the Choir will be assessed by the Director of Music. To be awarded the scholarship new pupils will be expected to undertake a successful voice trial and fully subscribe to the responsibilities of the Choir, attending rehearsals, concerts and Mass at the Cathedral. Pupils will be expected to give reasons for absence and keep a good attendance record. Upon acceptance to the Choir pupils maybe eligible for an award: there are a limited number of awards that are given on merit of the application and vocal ability. An 80% attendance record is required throughout the year; Illness will, of course, be taken into account, as well as extraneous circumstances but a 20% caveat for unauthorised absences may be enforced. This will be reviewed by the Director of Music on a half-termly basis.

Other Discounts and Remissions

1. Sibling Discounts

A sibling discount is issued while families of two or three children are at the school concurrently:

- (i) Full fees will be charged for the first child;
- (ii) Both the second and third child will each qualify for a 'Sibling discount' of £60 per term;
- (iii) Fourth Child Free.

While families of 4 or more children are at the school concurrently the youngest child will be educated for free.

2. Staff Discount

Please contact the Finance Manager for details.

Equal Opportunities

St John's College is committed to equal treatment for all, regardless of an applicant's gender, race, ethnicity, religion, disability, sexual orientation or social background.

Privacy Notice

All data collected via the application process will be processed, stored and treated as personal/sensitive in respect of *The General Data Protection Act 2018*.

For further information, please see the School's Full Privacy Notice on our website, **www.stjohnscollegedcardiff.com**