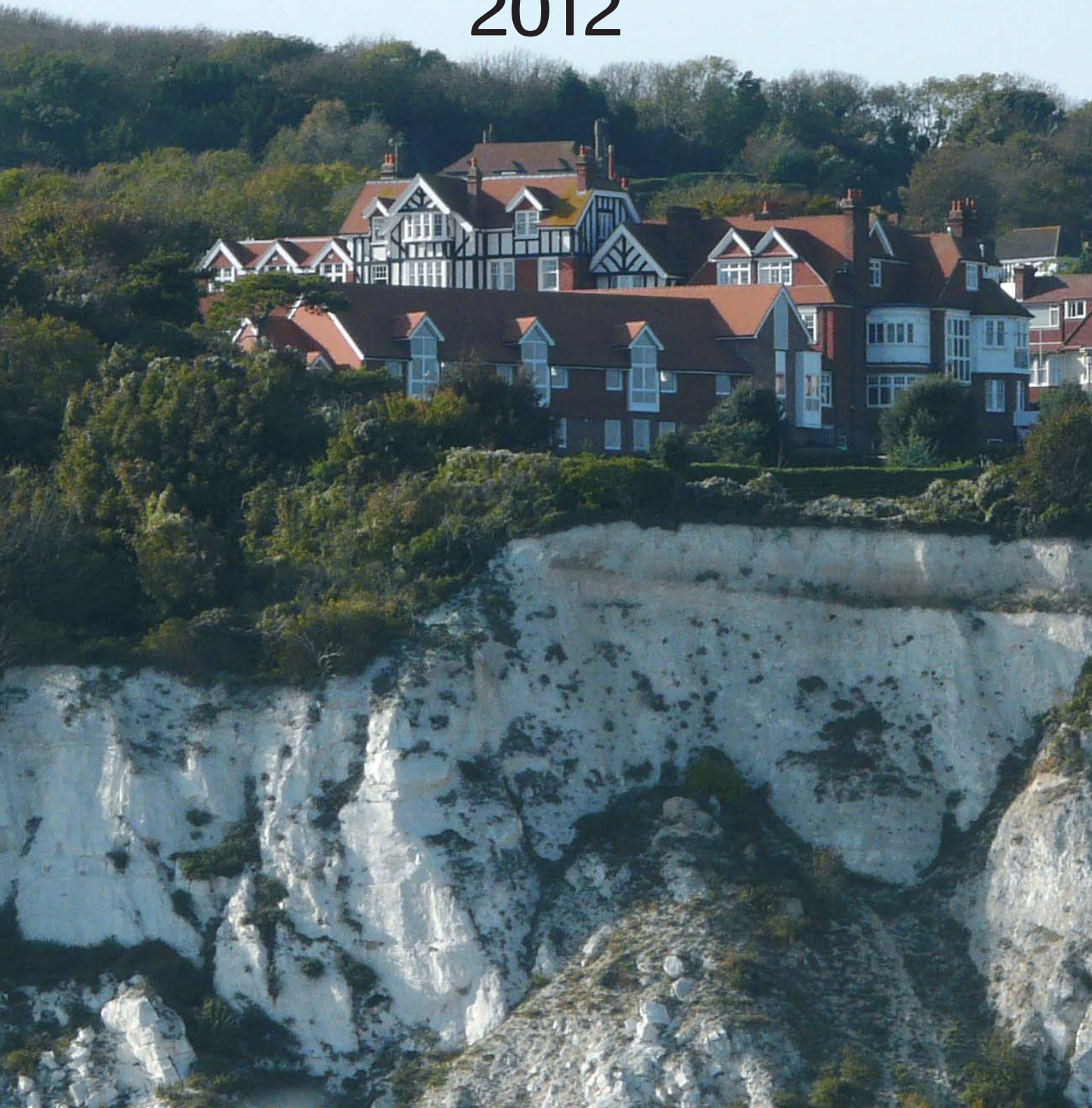


SCHOLARSHIPS 2012



St Bede's Prep School
www.stbedesschool.org



St Bede's Preparatory School

Scholarships 2012

This booklet is intended to provide a summary of the various Scholarships and Awards which are available and to act as a guide for prospective parents and candidates. Details of standards required and application forms for the Awards can be found in this booklet. Alternatively please visit our web site www.stbedesschool.org

For further copies contact:

Admissions, Lynette Bonell
St Bede's Prep School
Dukes Drive
Eastbourne
East Sussex BN20 7XL
Telephone 01323 746443
lynette.bonell@stbedesschool.org

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Scholarships – an introduction

Scholarships provide three possible benefits to those pupils in receipt of an award. Firstly, a scholarship is a public acknowledgement of a young person's outstanding ability or talent; thus, the award is prestigious. Secondly, the St Bede's School Trust works hard to ensure that scholars receive, as part of their award, educative experiences that extend and develop their talents. Scholarship should not be a passive experience; therefore, the award of a scholarship signals our commitment to going further on our pupils' behalf than our competitors might do. Finally, a scholarship can carry some fee remission.

With respect to fee remission for scholars, the aim of the Trust is that, as far as is possible, fee concessions for prospective pupils should be means-tested.

The process is as follows:

- St Bede's Prep School offers a range of Scholarships and Awards, which can only be taken at two points, either in Year 4 for entry into Year 5 or in Year 6 for entry into Year 7 and are awarded based on committee recommendation to the Headmaster. *Please note – scholarships for Drama can only be taken in Year 6 for entry into Year 7.*
- The scholarship application form asks parents to indicate one of three options:
 1. You do not wish to seek any fee remission, thus allowing funds to be used for means-tested scholarships
 2. You wish to apply for a small non means-tested award, which is set at 10% for most scholarships and normally no more than 20% for a top scholarship
 3. You wish to apply for means-tested fee remission, which allows for awards greater than 20% to be given based on a family's financial circumstances, subject to sufficient funds being available.
- Those parents seeking means-tested fee remission are asked to fill out a Statement of Financial Circumstances Form and either return it with their initial application form or return it after a scholarship has been awarded. Those choosing the latter option will then have a further period to wait while the scale of fee remission is determined.
- The Fee Remission Committee meet to discuss the nature and extent of awards to be made to applicants of means-tested scholarships. There are two possible outcomes, either:
 1. The entire award is means-tested, which in exceptional cases may be up to 103% fee remission
 2. In the case of parents whose financial circumstances do not qualify them for a means-tested concession, the relevant non means-tested fee concession may be awarded which will not exceed 20% of the full day fee.

Conditions Of Scholarships

Scholarships awarded in Year 4 for entry into Year 5 are tenable for Years 5 and 6 only. These children then take scholarship assessments in Year 6, along with all new candidates, for entry into Years 7 and 8. Scholarships awarded in Year 6 are tenable for Years 7 and 8. The School reserves the right to withdraw any scholarship if, in the opinion of the Headmaster, the pupil is performing below expectation or failing to meet the terms of their scholarship.

All scholarship candidates will be judged on their apparent merits and the school reserves the right not to make an award if there are no candidates judged to be of sufficient merit.

Scholarships to St Bede's Senior School are separate. Assessments take place in Year 8 for entry into Year 9. Prep School Scholarships are not therefore transferable to our Senior School.

Scholars are expected to present themselves as role models within the community and a Scholarship will be withdrawn if the recipient's conduct at school falls below the standard expected or if their actions detract from other pupils' learning.

Bursaries For Financial Need

The Trust considers applications from all families for bursarial support according to a family's financial need and a child's need for a St Bede's education. Applications are considered six times a year – once each half-term - and parents can submit a request at any time. However, those applying for means-tested scholarships who are unsuccessful are not normally awarded bursaries. This is because we only have limited funds available and those awarded scholarships take priority.

A discount of 10% off full fees is offered for brothers or sisters of boys or girls currently at St Bede's and a similar discount is also offered on boarding fees for the children of those serving in the Armed Forces.

Registration and Entry

Registration can occur at any age. A completed application form should be returned to the Admissions Office. All places, whether to a successful scholar or not, are only confirmed once a final entry fee has been received.

Academic Scholarships

The Examination will be held on Saturday 4 February 2012.

Candidates must arrive at 8.40am and will be ready for collection at 1.20pm. There will be a break during the morning and candidates will be provided with a drink and snack.

A tour of the School will take place at 9.00am for any parents who wish to see the School.

Guidelines for Candidates

- 1) Papers are appropriate for boys and girls from State or Independent Schools.
- 2) Candidates will sit the exams that correspond to their year group.
- 3) The Academic Scholarship will comprise the following papers:
 - Mathematics
 - English comprehension, spelling, reading
 - English essay
 - Science
- 4) All candidates will be interviewed by a member of staff.
- 5) Candidates are expected to arrange an interview with the Headmaster prior to the day of application.
- 6) Candidates will need to bring with them a pen, pencil, rubber and ruler.
- 7) Candidates should please wear smart home clothes.

The papers set are designed to assess academic potential. There is no pattern to the examinations and past papers are not issued.

The closing date for all entries is Friday 20 January 2012. The relevant application form can be found on Page 11.

References will be required from a candidate's present school.

Art Scholarships

Assessments will be held on Wednesday 1 February or Thursday 2 February 2012.

Candidates will arrive at 9.00am and will be ready for collection at 12 noon.

A tour of the School will take place at 9.00am on both days for any parents who wish to see the School.

Guidelines for Candidates

- 1) Candidates will be required to do three practical tests, one each in drawing, pottery and colouring.
- 2) Candidates will be required to submit a portfolio of art work (approximately 10 pieces).
- 3) All candidates will be interviewed by the Head of Art.
- 4) All materials will be supplied by the School but candidates are welcome to bring their own equipment.
- 5) All candidates will sit a 30 minute general assessment test for information only.
- 6) Candidates are expected to arrange an interview with the Headmaster prior to the day of application.

The Art and Design Department is a major part of the School. All children receive three hours of Art and Design every 10 days as part of the curriculum. There are also many cross-curricular projects that integrate the learning of other subjects with that of the pupils' art lessons - most recently these have included a Shakespeare Project and various aspects of the Geography curriculum.

The School also offers Art Master-classes for those exceptionally gifted in this area. Art is also offered as an evening activity and the art room is open for children every lunch time. Opportunities to visit art galleries and workshops are provided throughout the academic year.

The Head of Art, Ms Carol Parris, will be happy to answer any queries and can be contacted at the School on 01323 746424.

The closing date for all entries is Friday 20 January 2012. The relevant application form can be found on Page 13.

References will be required from a candidate's present school and Art Teacher.

Music Scholarships

Auditions will be held on Wednesday 1 February or Thursday 2 February 2012. The Admissions Office will contact you directly regarding your audition time.

If you wish to view the School during your child's audition, please telephone the Headmaster's PA for an appointment.

Guidelines for Candidates

All candidates will be auditioned and interviewed by the Director of Music.

- 1) Candidates may offer any instrument or singing.
- 2) Successful candidates often offer a major instrument plus a secondary instrument or singing.
- 3) Candidates will be given sight reading exercises and aural tests.
- 4) Other than the piano, candidates should bring their own instruments with them and any music needed for the audition/accompaniment.
- 5) All candidates will be asked to sing.
- 6) It is essential that candidates are well prepared for the audition and bring music that they have worked on with their teacher.
- 7) Candidates are expected to arrange an interview with the Headmaster prior to the day of application.
- 8) All candidates will sit a 30 minute general assessment test for information only.

Music is a vital part of School life. There are five choirs, two orchestras and many ensemble groups. Various informal and formal concerts are held throughout the School year, and in addition, musicians are in demand to play at numerous outside venues. We encourage musicians to progress by taking Associated Board of Royal Schools of Music exams and also Chichester Diocese Choral Awards. In addition, lessons are available in the following:

- | | | |
|--------------------|-------------------|---|
| • Bass Guitar | • Drums | • Saxophone |
| • Cello | • Electric Guitar | • Singing |
| • Clarinet | • Flute | • Trombone |
| • Classical Guitar | • Oboe | • Trumpet |
| • Double Bass | • Piano | • Violin |
| • Djembe | • Recorder | • As far as possible, any other instrument that is required |

Music is available to every member of the School through the academic and vocational programmes, ensembles and individual lessons. The Director of Music, Mr Colin Hughes, will be happy to answer any queries and can be contacted at the School on 01323 746410. The closing date for all entries is Friday 20 January 2012. The relevant application form can be found on Page 15/16.

References will be required from a candidate's present school and Music Teacher.

Drama Scholarships

Auditions will be held on Wednesday 1 February or Thursday 2 February 2012. The Admissions Office will contact you directly regarding your audition time.

If you wish to view the School during your child's audition, please telephone the Headmaster's PA for an appointment.

Guidelines for Candidates

- 1) Auditions are partly interview and partly the opportunity to demonstrate dramatic ability.
- 2) Candidates should prepare a piece to perform in their audition. The audition piece should be learnt, rehearsed and should be approximately three minutes in duration. Candidates are requested to bring with them a copy of the piece of text to be performed.
- 3) Candidates will also be asked to perform an improvised piece.
- 4) Candidates are welcome to bring any props that they feel may help their audition.
- 5) Candidates will be encouraged to discuss any productions, theatre groups or workshops with which they have been involved. Evidence of participation in any of these is essential, therefore candidates should bring with them programmes, photographs or reviews.
- 6) Candidates are expected to arrange an interview with the Headmaster prior to the day of application.
- 7) All candidates will sit a 30 minute general assessment test for information only.

Within the School all students have the opportunity to participate in productions – large scale School productions, or more informal pieces by year groups. The Drama Department works closely with both the English and Music Departments to establish good cross-curricular productions. Productions last year included:

- Private Peaceful
- West Side Story
- Grimm's Fairy Tales
- Tom Sawyer
- Little Red Riding Hood and The Wolf
- Macbeth
- Edith's Wartime Scrapbook

Mrs Gail Brundle, Head of English and Drama, will be happy to answer any queries and can be contacted at the School on 01323 734222. The closing date for all entries is Friday 20 January 2012. The relevant application form can be found on Page 17/18.

References will be required from a candidate's present school and Drama Teacher.

Sports Scholarships

Trials will be held on Friday 3 February 2012.

Candidates must arrive at 11.00am and will be ready for collection at 3.30pm. **Lunch will be provided.**

A tour of the School will take place for any parents who wish to see the School.

Guidelines for Candidates

- 1) Candidates will be expected to arrive for the trials in correct sports kit including tracksuit, shorts and trainers.
- 2) Candidates will be expected to bring with them, where necessary, relevant equipment such as swimming costume, tennis racket, cricket kit.
- 3) Candidates can nominate one or more major sports in which they feel they are particularly proficient; however candidates will be expected to show all round ability in other areas such as hand-to-eye coordination, balance and teamwork.
- 4) Evidence of sporting achievements such as certificates and medals will be an advantage.
- 5) Candidates are expected to arrange an interview with the Headmaster prior to the day of application.
- 6) All candidates will sit a 30 minute general assessment test for information only.

Sports Scholarships are awarded on purely sporting grounds to pupils who demonstrate potential. Sports scholars are expected:

- To be focused during training, preparation and match-play
- To have a positive influence amongst the other members of their team
- To be responsible for taking the opportunities offered to fulfil their potential
- To aim for excellence and always adopt a sporting attitude
- To be available to represent the School.

The Director of Sport, Mr Andrew Waterhouse, will be happy to answer any queries and can be contacted at the School on 01323 743222.

The closing date for all entries is Friday 20 January 2012. The relevant application form can be found on Page 19/20. Please nominate your chosen sport/s clearly on the application form.

References will be required from a candidate's present school and Sports Coach.

Dance Scholarships

Entry to the Legat Professional Dance Course is by audition only and acceptance onto the course requires a high level of proficiency and potential. Dance scholarships are available to one or two of these successful auditionees who show exceptional talent in this field.

The audition will take place on Friday 3 February 2012. Times will be confirmed nearer the time.

Guidelines for Candidates

- 1) Auditions take the form of a classical ballet class.
- 2) Candidates may perform a short solo of their choice in contemporary, jazz or tap, if they feel that is their particular strength.
- 3) Successful candidates will already have some formal training and will exhibit outstanding potential.
- 4) Candidates are expected to arrange an interview with the Headmaster prior to the day of audition.
- 5) All candidates will sit a 30 minute general assessment test, for information only.

The Director of Dance, Ms Elaine Holland, will be happy to answer any queries and can be contacted at the Senior School on 01323 443847.

References will be required from a candidate's present school and Dance Teacher.

St Bede's School

Application Form for Academic Scholarship Examination

Candidate Details (Please complete in black ink)

Candidate's Surname: _____

First Names in full: _____

(Block Letters - Please underline the name you usually use)

Date of Birth: _____

Boy

Girl

Age on 01/09/11 _____ Years _____ Months _____

Current School Year _____

Please submit a recent photograph of the candidate.

Please tick to indicate which scholarships you would like to apply for:

- We do not wish to seek any fee remission, thus allowing funds to be used for means-tested scholarships
- We wish to apply for a small non means-tested award, which is set at 10% for regular scholarships and normally no more than 20% for a top scholarship
- We wish to apply for means-tested remission

Name of Father: _____

Name of Mother: _____

Address: _____

Address: _____

(if different): _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Mobile No: _____

Email Address: _____

Email Address: _____

Occupation: _____

Occupation: _____

Results will be sent to both parents unless indicated here: Mother Father

Current School: _____

Address: _____

Name of Head: _____

A confidential reference form must be completed by the candidate's Head Teacher and Form/Subject Teacher and returned to the address below by the candidate's current school. This can be either using the form on page 25, on headed paper or via email

Signature of Parent _____ Date _____

This form must be returned to Admissions,
St Bede's Prep School, Duke's Drive, Eastbourne, East Sussex BN20 7XL
email: prep.admissions@stbedesschool.org
Closing date: Friday 20 January 2012

St Bede's School

Application Form for Art Scholarship

Candidate Details (Please complete in black ink)

Candidate's Surname: _____

First Names in full: _____

(Block Letters - Please underline the name you usually use)

Date of Birth: _____

Boy

Girl

Age on 01/09/11 _____ Years _____ Months _____

Current School Year _____

Please submit a recent photograph of the candidate.

Please tick to indicate which scholarships you would like to apply for:

- We do not wish to seek any fee remission, thus allowing funds to be used for means-tested scholarships
- We wish to apply for a small non means-tested award, which is set at 10% for regular scholarships and normally no more than 20% for a top scholarship
- We wish to apply for means-tested remission

Name of Father: _____

Name of Mother: _____

Address: _____

Address: _____

(if different): _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Mobile No: _____

Email Address: _____

Email Address: _____

Occupation: _____

Occupation: _____

Results will be sent to both parents unless indicated here: Mother Father

Current School: _____

Address: _____

Name of Head: _____

A confidential reference form must be completed by the candidate's Head Teacher and Form/Subject Teacher and returned to the address below by the candidate's current school. This can be either using the form on page 25, on headed paper or via email

Signature of Parent _____ Date _____

This form must be returned to Admissions,
St Bede's Prep School, Duke's Drive, Eastbourne, East Sussex BN20 7XL
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Closing date: Friday 20 January 2012

St Bede's School

Application Form for Music Scholarship

Candidate Details (Please complete in black ink)

Candidate's Surname: _____

First Names in full: _____

(Block Letters - Please underline the name you usually use)

Date of Birth: _____

Boy

Girl

Age on 01/09/11 _____ Years _____ Months _____

Current School Year _____

Please submit a recent photograph of the candidate.

Please tick to indicate which scholarships you would like to apply for:

- We do not wish to seek any fee remission, thus allowing funds to be used for means-tested scholarships
- We wish to apply for a small non means-tested award, which is set at 10% for regular scholarships and normally no more than 20% for a top scholarship
- We wish to apply for means-tested remission

Name of Father: _____

Name of Mother: _____

Address: _____

Address: _____

(if different): _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Mobile No: _____

Email Address: _____

Email Address: _____

Occupation: _____

Occupation: _____

Results will be sent to both parents unless indicated here:

Mother

Father

Current School: _____

Address: _____

Name of Head: _____

St Bede's School

Application Form for Music Scholarship *continued*

Instrument(s) and grades passed, with marks and dates. If no examination has been taken, please indicate for how long lessons have been taken and approximate grade:

1. _____
2. _____
3. _____
4. _____

Theory examinations taken, with grades and marks:

1. _____
2. _____
3. _____
4. _____

Any ensemble experience, including current involvement in youth orchestras etc?

Yes No

On which instruments, including voice, does the candidate wish to be examined?

1. _____
2. _____
3. _____

Any additional comments:

A confidential reference form must be completed by the candidate's Head Teacher and Form/Subject Teacher and returned to the address below by the candidate's current school. This can be either using the form on page 25, on headed paper or via email

Signature of Parent _____ Date _____

This form must be returned to Admissions,
St Bede's Prep School, Duke's Drive, Eastbourne, East Sussex BN20 7XL
email: prep.admissions@stbedesschool.org
Closing date: Friday 20 January 2012

St Bede's School

Application Form for Drama Scholarship

Candidate Details (Please complete in black ink)

Candidate's Surname: _____

First Names in full: _____

(Block Letters - Please underline the name you usually use)

Date of Birth: _____

Boy

Girl

Age on 01/09/11 _____ Years _____ Months _____

Current School Year _____

Please submit a recent photograph of the candidate.

Please tick to indicate which scholarships you would like to apply for:

- We do not wish to seek any fee remission, thus allowing funds to be used for means-tested scholarships
- We wish to apply for a small non means-tested award, which is set at 10% for regular scholarships and normally no more than 20% for a top scholarship
- We wish to apply for means-tested remission

Name of Father: _____

Name of Mother: _____

Address: _____

Address: _____

(if different): _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Mobile No: _____

Email Address: _____

Email Address: _____

Occupation: _____

Occupation: _____

Results will be sent to both parents unless indicated here:

Mother

Father

Current School: _____

Address: _____

Name of Head: _____

St Bede's School

Application Form for Drama Scholarship *continued*

Examinations taken to date. Please state marks and dates.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please list any performances/courses which may be relevant to your application:

(Additional reports may be attached if considered appropriate)

A confidential reference form must be completed by the candidate's Head Teacher and Form/Subject Teacher and returned to the address below by the candidate's current school. This can be either using the form on page 25, on headed paper or via email

Signature of Parent _____ Date _____

This form must be returned to Admissions,
St Bede's Prep School, Duke's Drive, Eastbourne, East Sussex BN20 7XL
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Closing date: Friday 20 January 2012

St Bede's School

Application Form for Sports Scholarship

Candidate Details (Please complete in black ink)

Candidate's Surname: _____

First Names in full: _____

(Block Letters - Please underline the name you usually use)

Date of Birth: _____

Boy

Girl

Age on 01/09/11 _____ Years _____ Months

Current School Year _____

Please submit a recent photograph of the candidate.

Please tick to indicate which scholarships you would like to apply for:

- We do not wish to seek any fee remission, thus allowing funds to be used for means-tested scholarships
- We wish to apply for a small non means-tested award, which is set at 10% for regular scholarships and normally no more than 20% for a top scholarship
- We wish to apply for means-tested remission

Name of Father: _____

Name of Mother: _____

Address: _____

Address: _____

(if different): _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Mobile No: _____

Email Address: _____

Email Address: _____

Occupation: _____

Occupation: _____

Results will be sent to both parents unless indicated here:

Mother

Father

Current School: _____

Address: _____

Name of Head: _____

St Bede's School

Application Form for Sports Scholarship *continued*

Please state which Sports Scholarship you are interested in:

| Sport | Positions | Highest Level Attained | Name of Coach/Teacher (contact details if known) |
|-------|-----------|------------------------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

N.B.

- If a sport is listed above then a candidate should be prepared to trial in that particular sport
- Not all sports will be trialled. Where they are not, references will be taken into consideration.

Sports References are to be obtained by the parent/guardian and submitted with this application form.

References will be required from a candidate's present school and from qualified coaches regarding a candidate's level of performance.

A confidential reference form must be completed by the candidate's Head Teacher and Form/Subject Teacher and returned to the address below by the candidate's current school. This can be either using the form on page 25, on headed paper or via email

Signature of Parent _____ Date _____

This form must be returned to Admissions,
St Bede's Prep School, Duke's Drive, Eastbourne, East Sussex BN20 7XL
email: prep.admissions@stbedesschool.org
Closing date: Friday 20 January 2012

St Bede's School

Scholarship Application Form for The Legat Professional Dance Course

Candidate Details (Please complete in black ink)

Candidate's Surname: _____

First Names in full: _____

(Block Letters - Please underline the name you usually use)

Date of Birth: _____

Boy

Girl

Age on 01/09/11 _____ Years _____ Months _____

Current School Year _____

Please submit a recent photograph of the candidate.

Please tick to indicate which scholarships you would like to apply for:

- We do not wish to seek any fee remission, thus allowing funds to be used for means-tested scholarships
- We wish to apply for a small non means-tested award, which is set at 10% for regular scholarships and normally no more than 20% for a top scholarship
- We wish to apply for means-tested remission

Name of Father: _____

Name of Mother: _____

Address: _____

Address: _____

(if different): _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Mobile No: _____

Email Address: _____

Email Address: _____

Occupation: _____

Occupation: _____

Results will be sent to both parents unless indicated here: Mother Father

Current School: _____

Name of Head: _____

Address: _____

Current Dance School References (To be obtained by the parent/guardian and submitted with this application form)

Reference 1: _____

Reference 2: _____

Address: _____

Address: _____

Tel No: _____

Tel No: _____

Mobile No: _____

Mobile No: _____

Email Address: _____

Email Address: _____

Continued overleaf

St Bede's School

Application Form for The Legat Professional Dance Course *continued*

Number of years training:-----

Examinations passed, if any, or details of standard at which student is currently working:

| Examination | Grade | Examination | Grade |
|-------------|-------|-------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

Please tick if the following have already been studied

Ballet

Tap

National Dance

Contemporary Dance/Modern

Jazz

Character

Please state briefly why you wish to join The Legat Professional Dance course and what are your aims/ambitions in the field of dance.

Please enclose:

1. One photograph in the first position and facing the camera.
2. An audition fee of £30 (to be paid in advance).
This fee is non-refundable and only applies to pupils auditioning for the first time for the Legat School. Please make cheques payable to St Bede's School Trust.
3. References from Head Teacher.
4. References from Dance Teacher(s).
5. Completed medical form

A confidential reference form must be completed by the candidate's Teacher/Coach and returned to the address below by the candidate's current school. This can be either using the form on page 25, on headed paper or via email

Signature of Parent ----- Date -----

This form must be returned to Admissions,
St Bede's Prep School, Duke's Drive, Eastbourne, East Sussex BN20 7XL
email: prep.admissions@stbedesschool.org
Closing date: Friday 20 January 2012

St Bede's School

Medical Form for The Legat Professional Dance Course

Candidate Details

Candidate's Surname: _____

First names in full: _____

(Block letters - please underline the name you usually use)

Date of Birth: _____

Height: _____ Weight: _____

Parent's name: _____

Address: _____

Tel: _____

Mobile No: _____

Email Address: _____

Medical History

Has the student suffered from any serious illness? _____

Has he or she had any operations? _____

Please state all previous injuries _____

Asthma/breathing problems _____

Any history of heart problems _____

Any abnormalities of: Spine Knees Feet

I certify that I have examined the above student and am satisfied that he/she is fit to undertake a daily dance programme.

Signature of Doctor: _____

Name of Doctor: _____

Address: _____

Tel No: _____

This form must be returned to Admissions,
St Bede's Prep School, Duke's Drive, Eastbourne, East Sussex BN20 7XL

St Bede's School

Scholarship Candidate Confidential Reference Form

(To be completed by the relevant subject teacher and Head of candidate's school)

Additional reports may be attached if considered appropriate

(Please complete in black ink)

Name of Candidate: _____

Report (a full assessment of the candidate's achievement, potential and experience):

Signed: _____ Form/Subject Date: _____
Teacher

General Report (a full assessment of the candidate's academic/musical/sporting/artistic/dramatic ability, SATs results (if available), predictions, character and behaviour):

Signed: _____ (Head) Date: _____

This form must be returned to Admissions,
St Bede's Prep School, Duke's Drive, Eastbourne, East Sussex BN20 7XL
email: prep.admissions@stbedesschool.org

Notes for guidance for completion of Statement of Financial Circumstances form

Before completing the form, please read these notes carefully, and contact the School if further information or advice is required. These notes refer to the corresponding paragraph on the Form.

The School reserves the right to seek any other documentary evidence in support of the income and asset figures submitted, and to make enquiries which it deems necessary.

All financial values should be shown in Sterling. References to Inland Revenue should include the relevant national Taxation Authority.

2. PARENTS/APPLICANTS

These are defined as:

- the natural father and mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
 - the parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household; or
 - the child's guardian appointed in accordance with Section 5 of The Children Act 1989 (or any earlier enactment) and the partner (if any) of that guardian where the partner normally resides with that guardian and the child in the same household; or
 - the person with whom the child resides in accordance with either:
 - i) a subsisting residence order made under Section 8 of The Children Act 1989; or
 - ii) any subsisting court order (other than a residence order) which specifies who is to have actual custody or care and control of the child; or
- where a pupil either has no parents as defined above or the school is satisfied that no such parents can be found, and he is either looked after by a Local Authority or provided with accommodation within the meaning of Section 105(1) of The Children Act 1989, the pupil shall be treated as one whose parents have no income for the purposes of the scheme; or
 - where none of the above applies, the parent is the person with whom the pupil normally resides in accordance with any informal care or fostering arrangement and that person's partner (if any) where the partner normally resides with that person and the pupil in the same household.
 - If parents are separated or divorced before or while their child attends the School, both mother and father will require to complete and sign the Application Form.

3. INCOME

- a. The gross annual amount of salaries and wages, including any earnings from profit related pay, part time employment and any sum received as bonus, commission etc, statutory sick pay, statutory maternity pay giving GROSS amounts (before deduction of tax, NI, superannuation, etc) for the current or latest financial year. Taxable benefits in kind agreed with the Inland Revenue should also be shown (free or subsidised housing, meals, petrol, cars etc) at the amount agreed for taxable purposes.
- b. Profits from a business or profession – at the amount of GROSS income agreed by HMIT or relevant tax authority for the year in question (deductions should be made only in respect of capital allowances, losses and stock relief). Copies of the latest set of accounts should be included.

- d. All other Investment income (e.g. interest or National Savings Bank deposits; dividends, annuities etc) should be entered GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified. Building Society interest must be disclosed GROSS.
- f. All Social Security benefits received should be declared and type of benefit specified.
- g. **Court Orders, Legal Separation Agreements and Voluntary Arrangements for School Fees** – Where a parent is required by a Court Order, or a legal binding separation agreement (e.g. Deed of Separation) to pay part of the School fees, then only that part of the fee which is not covered by the Court Order/agreement will be used to calculate any grant to be awarded. This is irrespective of whether or not the order or agreement is being complied with. Where the whole amount of the fees are required to be paid by virtue of a Court Order or Separation Agreement, applicants are not eligible for a grant. You should indicate how many years are payable and any annual variations. All receipts relating to maintenance payments, separation allowances and sums in respect of Child Support maintenance must be declared.
- i. Include free benefits in kind agreed by Inland Revenue as not subject to tax, e.g. representative occupation of house, free meals.
- j. Enter income from letting or subletting of property at the amount of the NET profit agreed with the Inland Revenue; and royalties and all other sources including entertainment and travel allowances etc.

4. OUTGOINGS

- a. Enter Income Tax and tax on unearned income SEPARATELY.
- c. Enter annual superannuation contribution of (if applicable) payments to other Pensions Schemes.

- d. Enter capital as well as interest payment on a mortgage for the principal residence.
- e. Only complete this if repayment is effected by means of a full Endowment Policy.
- f. Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

5. PARENTS/APPLICANTS' CAPITAL ASSETS

In addition to taking account of all relevant sources of income, the School takes account of the following assets:

- a. The capital sum of any monies on deposit with any bank, deposit taker or building society. Investments in stocks and shares, valued as near as possible to the date of submitting the application form.
- b. The current market value of your principal residence. The current market value should be estimated by parents.
- f. If you run your own business or are partners in a business, then you should show the net worth of the business. Shares in a company not listed on a stock exchange should be valued at the relevant proportion of the net value of the company.
- g. In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

6. PARENTS'/APPLICANTS' CAPITAL LIABILITIES

Details of other liabilities should be provided along with the lender.

7. DEPENDENT CHILDREN

Use column number 1 for the child for whom you are now applying at his/her current school rate. Enter in other columns any other of your children who are unmarried and at a school,

university or other educational institution which attracts a county grant.

e. The figures to be inserted here refer to the current academic year.

g.(iii) Members of HM Forces and Diplomatic Service should include the amount of any Education Allowances which they receive. Parents in other occupations should include any similar sum.

(iv) **Insurance Policies for School Fees** – If any insurance policy for the payment of School fees exists, then the amount declared is the amount receivable under the policy for the academic year for which the application is being made. If the insurance policy covers the full cost of the tuition fees, then the pupil is not eligible for a grant. The types of policy concerned are those which stipulate that the company shall pay the school fees, in whole or in part, to the school in respect of the pupil.

(v) Where a Trust Deed has been drawn in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment under the Deed should be given.

h. Where the child has any unearned income e.g. interest from National Savings, bank or building society deposits or receives share dividends, you should enter the source of income and the gross amount received before deduction of any tax. Do not include any income from part time employment or student grants. You should enter the capital value of any beneficiary or other trust set up for each child.

8. OTHER DEPENDENTS

If you qualify for a Carer's Allowance or have an aged grandparent or relative living with you or dependent upon you, please provide details including age, address, condition etc.

9. ANY OTHER RELEVANT INFORMATION

Please enter, on a separate sheet if necessary any details which may affect the assessment of a grant, e.g. a significant change in income or outgoings for the coming year.

Confidential Statement of Financial Circumstances

Please read the Notes for Guidance before completing this form.

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1 CHILD

- a. Full Names
- b. Date of Birth
- c. Year of Entry.....
- d. Scholarship application (Please tick.) Yr 5 Yr 7

2 PARENTS (See Note 2)

Father/Stepfather

Mother/Stepmother

- | | | |
|---|-------------------------------|--------|
| a. Names | | |
| b. Style or Title | | |
| c. Address(es) | | |
| | | |
| | | |
| d. Occupation | | |
| e. Retired – Employed – Self Employed – Unemployed | <i>(circle which applies)</i> | |
| f. Name & address of Employer or Business | | |
| | | |
| g. Are you a Director or Proprietor of this Company or Business? | Yes/No | Yes/No |
| If 'YES' state proportion of Company or Business you and/or your spouse/partner own | | |
| h. Daytime Tel No | | |
| Evening Tel No | | |
| Mobile Tel No | | |
| Fax No | | |
| Email address | | |

3. INCOME (See Note 3)

(Please enter below your current earnings and expected income from all sources for this tax year)

- | | | |
|--|-----------------|-----------------|
| | <i>Father £</i> | <i>Mother £</i> |
| a. Gross Salary and other similar earnings (including all taxable benefits & emoluments) | | |

| | <i>Father £</i> | <i>Mother £</i> |
|---|-----------------|-----------------|
| 5 CAPITAL ASSETS (See Note 5) | | |
| a. Approximate market value of all investments | | |
| i. Building Society/ Bank deposits | | |
| ii. Equity investments, Government stocks | | |
| iii. PEPs, ISAs, TESSAs | | |
| b. Approximate market value of principal residence (<i>freehold or leasehold</i>) | | |
| c. Approximate market value of other possessions including house contents, car etc | | |
| d. Cash at banks or elsewhere (<i>current accounts only</i>) | | |
| e. Approximate market value of any other assets (<i>please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years</i>) | | |
| f. Net worth/value of any businesses which you own or share | | |
| g. Approximate market value of any other properties owned either at home or abroad | | |
| h. Redundancy, employment separation or lump sum payments | | |

| | | |
|---|--|--|
| 6 CAPITAL LIABILITIES (See Note 6) <i>(Please give details of any capital charges against the assets declared in Section 5)</i> | | |
| a. Mortgage amount outstanding on house | | |
| final payment date | | |
| b. Other liabilities (<i>please specify</i>) | | |
| SUB TOTAL | | |
| ASSETS (5) | | |
| LIABILITIES (6) | | |
| NET ASSETS (5-6) | | |

You should indicate if there are any reasons why net assets cannot be converted or utilised to pay school fees or to fund fees

7 DEPENDENT CHILDREN (See Note 7)

(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)

| | 1 | 2 | 3 | 4 |
|----------------------|-------|-------|-------|-------|
| a. Forename | | | | |
| b. Date of Birth | | | | |
| c. School or College | | | | |
| d. Boarding or Day | | | | |

| | £ | £ | £ | £ |
|---|-------|-------|-------|-------|
| e. Annual school or other educational fees <i>(excluding extras and sundry disbursements)</i> | | | | |
| f. Compulsory additional school charges | | | | |
| g. Amount of fees shown in (e) covered by: | | | | |
| i. Government Assisted Places Scheme, Scholarships, Bursaries or allowances given by school | | | | |
| ii. Annual sum arising from capital repayment scheme | | | | |
| iii. Services/Diplomatic/Company Education Allowances (gross) <i>(state whether sum has been included in gross salary at 3(a))</i> | | | | |
| iv. Annual sum arising from Educational Insurance Policies | | | | |
| v. Assistance from any other sources e.g. Grandparents, trusts, settlements etc <i>(please specify)</i> | | | | |
| h. i. Annual income of child <i>(if any)</i> | | | | |
| ii. Capital Value of Trust | | | | |

The details requested with regard to the fees payable and grants received on behalf of your other children are for information only and will not normally be taken into account in the assessment of the level of grant awarded.

8. OTHER DEPENDENTS (See Note 8) *(Please give details)*

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FOR SCHOOL
USE ONLY

9. ANY OTHER RELEVANT INFORMATION (See Note 9) *(Continue on separate page if necessary)*

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10 VERIFICATION OF INCOME

Please enclose documentary evidence in support of the income figures in Section 3. Please tick those you are enclosing:

P60 Schedule D Tax Assessment March Pay Advice Schedule E Tax Assessment

Report & Accounts (including Balance Sheet) for the years

Others *(please specify)*

.....

VERIFICATION OF ASSETS

Please enclose documentary evidence of capital assets and tick those you are enclosing:

Property valuation Investment Portfolio Valuation

Mortgage Statement Contents Insurance

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PLEASE SEE OVERLEAF FOR DECLARATION

12. DECLARATION

After having read the attached notes, the following declaration should be signed by both parents/applicants (or see below):

We/I have read the notes and have made a complete declaration of our/my income and assets.

We/I understand that if we/I am offered a Grant for our/my child and accept a place for him/her at the school:

- a. our/my child’s fees account with the School will be credited termly with the amount of the Grant;
- b. we/I understand that any award or Grant is subject to annual review and that we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the School and supply all relevant supporting evidence by the return date indicated;
- c. undertake to report immediately any material change in the financial position declared;
- d. the Grant may be withdrawn or reduced, and in certain circumstances, past payment reclaimed if:
 - i) there is a breach of the School’s Terms and Conditions attached to the acceptance of a place for our/my child at the school;
 - ii) we/I have knowingly and/or recklessly provided false information;
 - iii) we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
 - iv) we/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
 - v) there is in the view of the head either unsatisfactory work or conduct;
 - vi) the School’s resources are insufficient to maintain the level of award.

Signatures:

Father Date

Mother Date

If the above declaration is signed by only one parent, please delete as necessary below:

Divorced/separated/widowed/other (state reason)

ASSISTANCE FROM OTHER SOURCES

In order to help the greatest number of parents who need financial assistance, all those who apply for a Grant from the School are asked first to enquire if they are eligible for assistance from any other source.

Please state whether you have applied to Trusts or Foundations for a Grant, and if so to which and with what result.

St Bede's Prep School
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Eastbourne
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