



St John's
Educational Trust

Policy on Scholarships & Bursaries

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Policy on Scholarships & Bursaries

1. INTRODUCTION

- 1.1 This Policy on Scholarships and Bursaries outlines the criteria for award and retention of financial assistance to current and prospective students at Trust schools, based on either outstanding performance (scholarship) or on financial need (bursary).
- 1.2 The Policy outlines the objectives, application process, award criteria, conditions for continuation and annual review processes.

2. OBJECTIVES OF THE SJET SCHOLARSHIP AND BURSARIES PROGRAMME

- 2.1 The creation of a framework in which to formalise the practise of awarding of Scholarships or Bursaries to boys entering and enrolled at the Trust schools.
- 2.2 The retention of outstanding pupils that are being attracted locally, regionally and internationally by academic, sporting and cultural scholarship programmes.
- 2.3 To provide the opportunity to candidates of outstanding ability, who may not ordinarily have the means to attend a school as offered by the SJET.
- 2.4 To provide candidates with the full benefit of an education offered by the SJET group of schools.
- 2.5 To identify, attract and/or retain students of outstanding ability, that allow the group of schools to remain competitive with peer schools both locally and regionally in the spheres of academic, sporting and musical/cultural performance.
- 2.6 To establish a transparent procedure for the award of scholarships, based on merit and the award of bursaries, based on financial need.
- 2.7 To empower the management of the schools to function within the policy framework governing Scholarships.
- 2.8 To establish an effective Scholarship programme that can be used as an effective marketing tool for the SJET.



3. CRITERIA

- 3.1 Scholarships may be awarded to either current excellent students, or boys of outstanding ability entering St John's College at Form 1 and Lower 6.
- 3.2 Potential Scholarship places will be advertised through social media and the Trust websites during the second and third quarters of the calendar year for award and use the following year.
- 3.3 Eligibility for scholarships
 - 3.3.1 All boys in Grade 7 due to enter Form 1 in the following year.
 - 3.3.2 All boys in Form 4 due to enter the Lower 6 Form in the following year.
- 3.4 Scholarships are valid for the duration as follows:
 - 3.4.1 Form 1 boys: a four year period until the end of Form 4.
 - 3.4.2 Lower 6 boys: a two year period until the end of the Upper 6th year.
- 3.5 Retention of Scholarships are subject to an acceptable level of performance being maintained. Performance will be assessed on an annual basis by the Management of the school and necessary recommendations made to the Bursary/Scholarship Committee.
- 3.6 In accordance with the Schools' Code of Conduct, any misdemeanours and disciplinary code contraventions will lead to the potential withdrawal in full or part of the Scholarship.
- 3.7 Scholarship recipients will be expected to attain a certain minimum academic performance level. Non-achievement of these criteria may lead to the potential withdrawal in full or part of the Scholarship. The minimum academic performance will be set by the School Management and detailed in the Award Letter.
- 3.8 In all instances, potential Scholarship candidates will be required to undergo a relevant assessment. An interview of the candidate individually, as well as with parents in attendance, will be required. This assessment and interview process will be managed and conducted by the Management of the School with any assistance from experts as deemed necessary.
- 3.9 Scholarships may be awarded to candidates from less privileged communities. Such scholarships must be awarded within the parameters of the SJET Scholarships and Bursaries Policy.
- 3.10 Funding of Scholarships and/or Bursaries by corporate entities is also strongly encouraged. Such a Scholarship may be specific to the relevant focus of the



corporate entity and may be named after such institution. The corporate entity will be responsible for the payment of the full school fee. The corporate entity shall comply with SJET Sponsorship and Bursaries Policy.

- 3.11 In the event of any exceptional circumstances where there are no scholarship places available, School Management may identify such a candidate for special consideration by the Scholarships and Bursaries Committee.

4. VALUE & PROCEDURE

- 4.1 It is proposed that the value of the Scholarships awarded equate to the value of 1,8% of school fees. This refers to 1,8% fees at Form 1 and 1,8% fees at the Lower 6th Form.
- 4.2 Essentially this means that the full value of the Scholarships awarded in a particular year equates to the annual value of 1,8% school fees. As the programme progresses, the maximum number of Scholarships in the school will be the value of 1,8% annual fees per year.
- 4.3 The value of the individual Scholarship/s are to be determined by Management of the School and approved by the Scholarships and Bursaries Committee.
- 4.4 Scholarships may be applied for by prospective candidates within the time frame and parameters set by the School management, and through a process of advertising such details as necessary on the SJET School's websites.
- 4.5 Potential candidates may also be invited directly by the Headmaster to apply for available Scholarships.
- 4.6 The SJET reserves the right not to award any Scholarships in a particular year.
- 4.7 On award of any Scholarship, a formal contract will be entered into between the College and the parents of the successful scholarship candidates.
- 4.8 4.8 Values of scholarships awarded are fixed in percentage terms for the duration of the scholarship being held.



5. ACADEMIC SCHOLARSHIPS

- 5.1 Candidates who wish to apply for an Academic Scholarship would normally be near the top of their school's academic range. Candidates may be required to write an Academic Scholarship examination, and should have the following minimum requirements:
- 5.2 Achieved outstanding results in the Form 1 Entrance Examination / Assessment.
- 5.3 Form 1: have achieved an aggregate of 90% or more at the end of their Grade 6 year, or equivalent measure.
- 5.4 Lower 6: have achieved a minimum of 6 A* results for his/her IGCSE Cambridge Examinations or equivalent public examinations.
- 5.5 Conditions: These Scholarships are awarded on academic performance only. The Academic Scholarship requires the very highest academic performance, but qualities such as character, leadership potential, and cultural and sporting ability are also taken into consideration.
- 5.6 At the time of award of the scholarship, clear measurable academic performance criteria will be defined and included in the Award letter. These form the basis of annual reviews. These criteria may include but not be limited to:
 - 5.6.1 Maintaining minimum overall % averages across all examinable academic subjects; and
 - 5.6.2 Remaining within the top 10 of the year group in all the examinable academic subjects, as specified in the Award Letter; and
 - 5.6.3 Active participation in academic extension or support programmes at the Da Vinci Centre.

6. SPORT SCHOLARSHIPS

- 6.1 St John's College offers a range of merit-based sport scholarships for boys of outstanding ability.
- 6.2 Sport scholarship applicants will be considered based on:
 - 6.2.1 The highest level of representation in one or more sports
 - 6.2.2 A cross section of sport played



- 6.2.3 Level of commitment to sport
- 6.2.4 Sportsmanship
- 6.3 Qualifying candidates will be required to take an assessment and may be required to produce evidence of performance (team selection/ video evidence).
- 6.4 Boys applying for a sports scholarship should be at least of a national standard (senior). Regional and International performance will be deemed beneficial.
- 6.5 Sound academic ability will be beneficial to candidates applying for a Sport Scholarship.
- 6.6 Conditions: This Scholarship is awarded on sporting performance only. The Sport Scholarship requires a high sporting performance, but qualities such as character, leadership potential, and cultural ability are also taken into consideration.
- 6.7 At the time of award of the scholarship, clear measurable sporting performance criteria will be defined and included in the award letter. These form the basis of annual reviews. These criteria may include commitment to and high achievement in school sporting teams, selection at Provincial and National level, set percentiles of sporting statistics related to the sport in question (e.g. swimming times/ run rates/ tries etc), mentoring of junior or peer sportsmen.

7. MUSIC SCHOLARSHIPS

- 7.1 Candidates who wish to apply for a Music Scholarship audition at St John's College should have achieved a minimum standard of Grade 4 (UNISA/ ABRSM/ Trinity) in either voice or an instrument of choice, although a degree of discretion may be applied.
- 7.2 Candidates invited to audition for Music Scholarships will be selected on the following criteria:
 - 7.2.1 Highest level of competence in one or more musical instruments
 - 7.2.2 An interest in musical development
- 7.3 Candidates may be required to write a Music Theory Examination.
- 7.4 Conditions: This Scholarship is awarded on musical performance only. The Music Scholarship requires a high musical performance, but qualities such as character, leadership potential, and cultural ability are also taken into consideration.



- 7.5 At the time of award of the scholarship, clear measurable musical performance criteria will be defined and included in the award letter. These form the basis of annual reviews. These criteria may include commitment to school music clubs and concerts, performance and high attainment at Eisteddfodd/ Allied Arts events, progression and examination under the relevant international Royal Music Boards.

8. ALL ROUNDER SCHOLARSHIPS

- 8.1 All Rounder Scholarships may be awarded at the College's discretion to a candidate who displays a rounded ability and approach to academics, sport and cultural activities. The candidate would have qualified for consideration through his qualification for two or more of the Academic, Sport or Music Scholarship assessments.
- 8.2 At the time of award of the scholarship, clear measurable cross curricular performance criteria will be defined and included in the award letter. These form the basis of annual reviews. These criteria may include measurable evidence of participation and ongoing improvement in a range of school activities, as well as commitment to assisting peers and juniors in these endeavours.

9. BURSARIES

- 9.1 Bursaries are financial awards of a fixed term, granted to support a compassionate or direct financial need. The awards cover school fees or particular events (such as tours) as defined in the Award letter.
- 9.2 Where awarded for financial need, documentary evidence of such need should be kept on record to support the award of the Bursary.
- 9.3 Compassionate awards may be considered after death of a parent or in cases of sudden extreme hardship for the family concerned.

10. HEADS' DISCRETIONARY SCHOLARSHIPS AND BURSARIES

- 10.1 From time to time, the Head of the relevant St John's school may award a discretionary scholarship or bursary, in order to balance a particular school year's abilities or behavioural patterns, or where the need to support or recognise a particular boy has become evident outside of the criteria contained in this policy.



11. SCHOLARSHIPS AND BURSARIES TERMS AND CONDITIONS

- 11.1 Retention of Scholarships are subject to an acceptable level of performance being maintained. Performance will be assessed on an annual basis by the Management of the school and necessary recommendations made to the Scholarships and Bursaries Committee.
- 11.2 Acceptable levels of performance are linked to the specific scholarship (Academic, Sport, Music or All Rounder) and are defined and included in each scholarship award letter.
- 11.3 Should these defined and recorded levels of performance not be met, the College has the right to revoke and terminate the scholarship. Should the recipient leave to go to another school before the end of the Scholarship term, or be expelled, the amount of scholarship awarded by the Trust will become repayable in full.
- 11.4 In addition to performance terms, scholarship recipients will be expected to embody the Trust's core values of Respect, Empathy and Integrity. Recipients will be role- models for others to emulate, and their behaviour, manners and efforts in all aspects of school life, on and off campus, must always be exemplary.
- 11.5 In accordance with the School's Code of Conduct, any misdemeanours and disciplinary code contraventions will lead to the potential withdrawal in full or part of the Scholarship.
- 11.6 All scholarship recipients will be monitored and assessed by school mentors and counsellors for the duration of their award to avoid undue pressure and/ or burnout. Records will be kept by counsellors for all scholarship recipients and considered as part of the annual reviews.

12. SCHOLARSHIPS AND BURSARIES COMMITTEE

- 12.1 The Scholarships and Bursaries Committee shall comprise of one member of the Board of Governors, the head of Academics/ Sport/ Culture and the Deputy Head of the School and/ or Head awarding the Scholarship/ Bursary.
- 12.2 The committee will be responsible for:
 - 12.2.1 Drafting an annual scholarship and bursary budget for Approval at Board Fincom.
 - 12.2.2 Determining criteria and timelines for annual scholarships to be advertised.
 - 12.2.3 Evaluating candidates, and awarding scholarships and bursaries.



- 12.2.4 Defining criteria for annual review, and ensuring such reviews are undertaken and documented.

13. ANNUAL REVIEWS

- 13.1 Annual reviews of scholarship and bursary recipients are to be undertaken in the third term of each year and reports prepared.
- 13.2 Reviews will include evaluation of documentary evidence of recipients' performance, as well as a short "check in" interview or discussion between the recipients and 2 or more members of the Committee, or their designates.
- 13.3 Academic/ sporting and music Scholarship criteria for review will depend on the award given and performance terms included in the Award letter.
- 13.4 Behavioural criteria are consistent across all scholarship awards and are defined in section 11 above.
- 13.5 The annual reviews will also evaluate the general wellbeing, mental health and safeguarding of each candidate, through consideration of reports supplied on the candidates by the relevant school counsellor.
- 13.6 A summary annual review report will be tabled at the first Board meeting of the year reporting on the aggregated performance of scholarship/ bursary recipients for the year before.



14. ANNUAL REVIEW OF SCHOLARSHIP/BURSARY RECIPIENT TEMPLATE

Review Period: _____

Name of Candidate:	
Current Form/Grade:	
Type of Scholarship/Bursary:	
Date of First Award:	
End Date:	

Specific Performance Criteria included in Award Letter: (insert text from letter):

Performance during this Calendar year against specific Criteria:

Special awards or selections attained during the year:

Summary of Academic Performance:



Summary of Character and Behavioural Traits: *(does the boy embody SJET core values?)*

Evaluation by School Counsellor:

