



Remissions Policy

Applicable to the whole School	Yes
Statutory requirement	No
Governor Review	March 2020
Next review date	September 2021

Website

King's Ely Remissions Policy

1. POLICY

The Remissions Policy is reviewed annually. A percentage of the Gross Fee Income (less Staff Discounts) is allocated for allowances, bursaries, chorister and choral awards, discounts and scholarships in the School's annual budget.

All awards are made on the advice of the Principal and at the discretion of the Governors. Full details of procedures and application process are published on the School's website and advice is freely available from the School Admissions Department and the School's Business Manager.

Governors offer means-tested financial support for children who would not otherwise be able to take advantage of the education King's Ely can offer. These BURSARIES may apply to new applicants (Entrance) or to existing pupils in the event of changed circumstances (Hardship) (see Section 2).

Governors support the education of the Boy and Girl Choristers of Ely Cathedral by providing CHORISTER and CHORAL AWARDS. These Chorister and Choral Awards may be augmented by means-tested bursaries (see Section 3).

Governors promote a number of SCHOLARSHIPS to talented pupils to promote the continuation of excellence (see Section 4).

Governors provide ALLOWANCES for families of the Armed Forces, the Foreign & Commonwealth Office (FCO) and the Clergy (see Section 5).

Governors permit a SIBLING DISCOUNT (see Section 5).

Also, Governors seek to attract and retain the very best academic and support staff who, under their contracts, may be awarded a STAFF DISCOUNT on the school fee for their children.

All awards are subject to high standards of attendance, diligence and behaviour on the pupil's part and are reviewed annually.

2. BURSARIES

The Governors of King's Ely are committed to broadening access to the School by offering to eligible parents means-tested financial support with the payment of school fees.

Bursaries are awarded at the discretion of the Governors. The Bursaries Committee is responsible for the management and co-ordination of the process.

Awareness

Information provided by the School alerting the parents of potential pupils to the possibility of gaining means-tested financial support with the payment of school fees is included in:

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- the School website;
- Scholarship application details.

Open Access

Bursary support may be awarded in the form of a reduction of up to 100% on tuition and, where appropriate, boarding fees and may include additional support for uniform, books and extras such as educational visits, payable depending on the financial, compassionate or other relevant circumstances of applicants.

Categories for Financial Support

Requests for financial support usually fall into five categories:

1. Applicants where their parents could afford less than 15% of the fees.
2. Applicants at 13+ or Sixth Form who have won a Scholarship or another Award and Chorister applicants whose parents are unable to afford the full fees.
3. Applicants whose parents are unable to afford the full fees where there is a particular need for or potential to benefit from the style of education at King's Ely.
4. Existing pupils where an unforeseen change in parents' circumstances has resulted in difficulty in meeting the fees payable and may result in the child being withdrawn from the School at a time that is outside a normal year end break point, or during GCSEs or A Level courses.
5. Other applicants to the School whose parents are unable to afford the full fees.

The bursary resources available to the School are determined annually by Governors. The total level of bursaries is therefore fixed and finite.

The number of bursaries awarded to Applicants in Category 1 is determined annually by the Principal.

Applicants in Categories 2 and 3 receive priority in the allocation of bursaries with the intention they would receive support to a level in which they can afford the remainder of the fees.

For pupils in Category 4 the School will in normal circumstances set aside funds each year for cases of sudden or unforeseen need.

Applicants for Category 5 are considered after bursaries have been allocated to the previous categories.

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The School will only be able to provide bursaries to a proportion of applicants before its funds have run out. Bursaries are awarded on an order of priority defined by the child's suitability. In assessing suitability, attention will be given to the assessment of the applicant with priority being given those who might benefit the most from and contribute the most to the ethos of the School.

Decision Making

Bursaries are decided by the Bursaries Committee. Awards are assessed on the basis of a completed application and independent assessment by our agents, Bursary Administration Limited. Applicants for bursary support are likely to receive a home visit by a representative of BAL to help assess appropriate levels of support.

The assessment advises the appropriate level of parental contribution in relation to their net resources and thus the level of the award that may be offered. The level of the award may also be influenced by compassionate or other relevant circumstances.

Entrance Bursary assistance is not normally offered to new International domiciled pupils. Short-term, in-year hardship bursary requests for existing international domiciled pupils will be considered if there are extenuating circumstances and a fully declared means-tested application can be fairly and fully assessed remotely.

The minimum age where a Bursary would normally be considered is a child going into Year 3, and this would be in exceptional circumstances.

Bursary assistance is normally intended to assist pupils up to and including taking their GCSEs; although financial assistance may be provided within the 6th Form upon application.

By recommendation of the Principal and at the discretion of Governors, a Scholarship may be supplemented by a Bursary.

Entrance Bursary applications will only be considered after a child has been fully registered through the normal Admissions process and before a formal offer of a place has been made. Once a place has been offered or accepted, a new request for an Entrance Bursary will not be considered.

The Ovin Bursary is awarded to a deserving and outstanding pupil from East Anglia seeking to be a day pupil in the Sixth Form, whose circumstances would normally preclude such an opportunity. This award is means-tested and may represent up to 100% of day fees. The Ovin Bursary is not applied for but is awarded by the Bursary Committee to the most appropriate Bursary applicant.

The Relithan Bursary is awarded by the Bursary Committee to a deserving 6th form student .

The Ben Fawcett Award is to commemorate a former Headmaster and is awarded to support a student studying either for GCSE or A Level.

Criteria for Assessment

The School will consider a number of factors when making the judgement as to the justification

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for support, and the extent of such support.

Each case is assessed on its own merits and awards are made accordingly. 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. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work;
- 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;
- contribution to household costs by other, wider, family members, any adults unrelated to the child or by 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 or luxury cars;
 - investment in significant home improvements;
 - a second property/landholdings.

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:

- where the social needs of the child are relevant;
- where a parent is unable to secure permanent employment due to poor health.

Annual Review

Awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. This review would normally be carried out via a desk-top exercise reviewing a completed application form with supporting documentation, with perhaps a telephone call to clarify any points. If circumstances have changed significantly, this might necessitate another home visit.

Scholars and award holders are expected to remain worthy of their position which is also subject to periodic formal review.

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Bursary Application Process

A request to apply for an Entrance Bursary should be made to Admissions prior to/during the registration process. Once registered a Bursary application form will be sent to you by email, setting out the process and timelines for the application to be submitted. Applications that are not completed fully or where not supported by the required documentation will not be considered. Continuation Bursary review forms will be sent by email to existing Bursary holders towards the end of each calendar year.

Bursary assessment, including home visits, takes place between the closing date for application and the award of places. The majority of Bursary applications (Entrance and continuation) will be assessed by the Bursary Committee in January/February each year for awards starting in the following September. Clear timelines, with cut-off dates for the Bursary application process for new admissions and those wishing to apply for a continuation, will be published on the school website.

Hardship Bursaries for existing King's Ely families may be submitted at any time. Parents with a child at King's whose financial circumstances change unexpectedly or suddenly may apply for a bursary to the Principal, explaining their situation and requesting assistance. Such awards are subject to the availability of funding and cannot be guaranteed.

Confidentiality

The School respects the confidentiality of bursary awards and recipients are expected to do likewise as a condition of the award.

Other Sources of Bursary Assistance

In addition to the School's funds, there are a number of educational and charitable trusts which provide 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 School encourages parents to apply for support where it is felt a good case can be made for assistance and may require that such support has been applied for as a condition of making a bursary award.

Further information on how to pursue such assistance may be obtained from:

The Business Manager, King's Ely Administration, Barton Road, Ely CB7 4DB *e-mail:* SimonDrew@kingsely.org

The Educational Trusts Forum, 6 Lovat Lane, London, EC3R 8DT

Website : <http://www.educational-grants.org>

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3. CHORISTER AND CHORAL AWARDS

The school supports the music of Ely Cathedral by providing a range of Awards for Choristers and former choristers. Please see the table below for details:

a. Chorister Awards

Description	Day or Boarding Fee Basis	Fee Remission	Comments
Ely Cathedral Boy Junior Probationary Chorister (Year 3)	Day or Boarding	20% of the Day fee only	Please see the Conditions of Award.
Serving Ely Cathedral Boy Chorister (Year 4 - 8)	Boarding	50%	Required to be a boarder. Please see the Conditions of Award.
Ely Cathedral Girl Chorister (Year 7 - 11)	Boarding	33%	Required to be a boarder. Please see the Conditions of Award.

b. Choral Awards

King's Ely Junior Former Ely Cathedral Boy Chorister (up to Year 8)	Day or Boarding (depending on day/boarding status of child)	33%	Please see the Conditions of Award.
King's Ely Senior Former Boy Chorister (Year 9-11)	Day or Boarding (depending on day/boarding status of child)	33%	Available to any boy previously from any Cathedral Choir, including Ely Cathedral Choir, and who continues to contribute to music at King's Ely until end of Year 11.
King's Ely Senior Former member of King's Ely Cathedral Boys Choir or Girls' Choir (Y12-13)	Day or Boarding (depending on day/boarding status of child)	25%	Available to a King's Ely Senior Former Boy Chorister or Senior Former Girl Chorister (with completed satisfactory service to Y11), and who continues to contribute to music at King's Ely.
6 th Form Choral Scholarship	Day or Boarding (depending on day/boarding status of child)	33%	A boy or girl entering Year 12 may apply for a Sixth Form Choral Scholarship. Choral Scholars sing regularly alongside Lay Clerks as part of Ely Cathedral Choir as well as contributing to the music of the School.
Organ Scholarship (6 th Form)	Day or Boarding (depending on day/boarding status of child)	50%	King's Ely and Ely Cathedral offer this <u>exciting opportunity</u> for a young organist in the Sixth Form.

All Chorister and Choral Awards provided by King's Ely may be means-tested.

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For those suitably talented boy or girl who are successful in achieving a Chorister or Choral Award but may be prevented from becoming a chorister for financial reasons, the Bursaries Committee will consider applications for a means-tested Bursary (please see the section on means-tested Bursaries). In such circumstances parents would be expected to apply independently to the Choir Schools Association (CSA) for assistance with school fees funding.

The Chapter of Ely Cathedral fund the fee remission for the first 17 Boy Chorister positions. Ely Cathedral does not provide funding for any other Choral related fee remission. All Boy Choristers are required to board in Choir House.

Governors provide Chorister and Choral Awards of 33% of School boarding fees to a maximum of 18 Girl Choristers (aged 11 to 16) who form the Ely Cathedral Girls' Choir (ECGC). Girl Choristers are required to board in Priory or Etheldreda House, depending on age.

ECGC girls and former boy choristers entering Year 12 may apply to become a Choral Scholar. The Choral Scholarship award is 33% of the applicable school fees.

Holders of Choral/Former Choral Awards and Choral Scholarships remain eligible for academic or music scholarships which are awarded after a competitive examination in the Lent term of each year. However, the monetary value of any academic or music scholarship awarded will be subsumed by the Choral Award or Choral Scholarship, which is well in excess of our present maximum scholarship of 10% of the day fee. In qualifying cases, fees may be further subsidised by additional, means-tested bursary funding.

4. SCHOLARSHIPS

[Scholarships](#) are also awarded following an application process for the following:

- Academic Scholarships for entry into Year 9;
- Year 9 Specialist Scholarships for Music, Art, Drama, STEM and Sports, any of which may be held in combination with an Academic Scholarship or each other;
- Sixth Form Scholarships (on entry into Year 12) are open to current pupils or to candidates from other schools.

Please note: most scholarship financial related awards are subsumed by any Choral Awards.

The total number/total value of scholarships to be awarded is determined annually by Governors and is therefore fixed and finite.

All scholarships expire at the end of Year 11 (a new application for a Sixth Form continuation scholarship is required).

Packages of private music/instrument/vocal lessons, awarded to a number of Music/Sixth Form Choral Scholars and all active choristers as detailed within the Chorister Conditions of award and Scholarship award letter, will be paid directly by the School to the self-employed Visiting Music Teacher. If parents wish to have any extra lessons over and above this allowance, they will need to make the arrangements directly with the teacher. Equally, if parents wish to cancel the

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additional lessons, they will need to provide the teacher with a term's notice in line with their contractual arrangement, otherwise charges to the parents will likely apply.

King's and Queen's Scholars

Up to 12 of the top scholars in Year 12 are nominated for these prestigious but honorary scholarships for which there is no application process. King's and Queen's Scholars become members of the Cathedral Foundation, qualify for certain privileges and receive a small financial award in recognition of their status.

Excellence is the only criterion for Scholarship awards. Payment is subject to continuing good performance and behaviour and continuing the contribution to the specialist subject area. All scholarships are reviewed annually.

Governors are particularly appreciative if parents, whose child has been selected for a scholarship, are willing to surrender some or all of any financial benefit to another pupil who needs assistance. Their own child would still retain the status of scholar.

5. ALLOWANCES

At the discretion of Governors, further funds are made available for:

- A fee remission of up to 10% for children of Clergy serving the Christian faith within the Anglican Communion (available from Reception Year).
- Boarding children eligible for Armed Forces Continuity of Education Allowance (CEA) receive an allowance such that taking into account any other Scholarships and/or Awards and Allowances; the parental contribution is limited to 10% of the boarding fees (the CEA Allowance pays the remaining 90%). This will be reviewed if the MoD changes significantly the CEA scheme and/or the funding arrangements at any time in the future.
- Children of those Crown Servants eligible for the existing Foreign & Commonwealth Office (FCO) CEA scheme will be guaranteed that the School fees payable remain within the FCO's CEA annual ceilings (from Year 3). Fee accounts of such funded children will receive a 5% discount from the day or boarding fee except in circumstances where other fee remission/award/allowance is provided, in which case any higher or equivalent fee remission/award/allowance will subsume the FCO 5% fee allowance.

This arrangement will be reviewed from time to time and if the FCO change significantly the CEA scheme and/or their funding arrangements at any time in the future.

- A sibling discount of 10% of the day or full boarding fee is awarded to the third child and subsequent children of the same immediate family attending King's Ely. The discount is only available whilst three or more children from the same parent(s) are at King's Ely concurrently

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and only available from Year 3 onwards. The discount will apply to the youngest child(ren), irrespective of the order of entry into the school and will cease as older siblings leave school.

The School considers that the award of an allowance, bursary, chorister or choral fee remission, discount and scholarship to a pupil and their family is a discretionary privilege. The School requires that the Parents, Guardian or carer of a recipient will fully support the ethos of the School and not act or treat the School or its members unreasonably as a condition of the award.

The School will respect the confidentiality of the details and decision process of an award of an allowance, bursary, chorister or choral fee remission, discount and scholarship to a pupil and their family and expects the Parents and recipient to do likewise as a condition of the award.