



St Albans  
High School  
for Girls



BURSARIES

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# WELCOME



**STAHS was founded over 130 years ago with the mission to provide 'An Education of the Highest Stamp'. The School was set up by the Church Schools Company following pressure from St Albans residents, supported by both the Bishop and the Dean of St Albans, to provide a local girls' high school to prepare young women for examinations and university entrance. Then, as now, STAHS was very much part of the St Albans community.**

The Church Schools Company (which is no longer associated with the School) required a minimum of one hundred shares to be taken up as proof of local interest. The local community surpassed this challenge, with one hundred and twenty shares subscribed for within three days of the notice.

In keeping with this spirit of philanthropy, our community of parents, alumni and friends continue to support STAHS in providing exceptional education to the best and brightest young people in Hertfordshire and the surrounding areas. The School itself sets aside approximately 5% of income to provide Bursary support in the form of tuition funding for families who otherwise could not afford independent education. Between the School's financial commitment to Bursary funding, and the generous donations received from our wider community, STAHS is able to provide a significant number of pupils with funding of 75% or more of their annual tuition fees: 49 girls received such Bursary support in 2019-20.

STAHS welcomes applications from all ambitious, talented and motivated girls who are drawn to our warm and academically stimulating environment, regardless of their background or financial position. We are committed to supporting as many young people as possible and work tirelessly to develop and grow our Bursary Fund, with the aim of increasing the number of pupils we can support.

I hope you find the information in this brochure useful. Should you have any questions related to Bursary applications, or how you might contribute a one-off or regular donation to the Bursary Fund, please get in touch with us at [admissions@stahs.org.uk](mailto:admissions@stahs.org.uk).

A handwritten signature in black ink that reads "Amber Waite".

Amber Waite  
Head

# WHAT IS A BURSARY AWARD?

Bursary funding is available to pupils applying for admission to STAHS Senior School (Year 7 and above). Bursary Awards provide up to 100% assistance with School tuition fees. The School may also make additional awards over and above the cost of tuition fees, for example to assist with costs such as travel, uniform, School lunches, educational trips and music lessons.

We also provide hardship funding to support existing pupils where a change in circumstances may otherwise result in them being withdrawn part-way through a key stage of their education. Should an existing pupil's family find themselves in short-term financial difficulty they may be eligible to apply for assistance through the STAHS Hardship Fund.

## Awards

The School considers a number of factors when making a judgement on the offer of financial support. As with all applications for places, we seek to identify pupils who will gain most from and give most to STAHS.

In assessing a child's suitability, potential as well as attainment in examinations and assessments are considered. Bursary funds are limited and priority will be given to those we judge can benefit most from our curricular and co-curricular provision. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make good academic progress following admission and benefit from participation in the wider, co-curricular activities on offer at the School. Each applicant should meet the School's normal academic requirements.



TOTAL ANNUAL BURSARY AWARDS  
FOR 2019/20 OF ALL FEES

# 7.4%



114 PUPILS RECEIVED  
BURSARY ASSISTANCE  
- AROUND 10% OF  
ALL PUPILS

Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of its overall budget. 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 Awards are well focused and so, as well as current earnings, other factors are considered, including but not limited to capital savings and investments, assets and fees being paid to other schools.

The decision to make a Bursary Award is entirely at the discretion of the Head.

#### **Expectations**

Pupils in receipt of a Bursary Award are required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. The pupil must adhere to the School's required standards of conduct and progress.

Parents of pupils in receipt of a Bursary Award are required to support and encourage the pupil and to uphold the aims and good name of the School. The parents are also required to pay the balance of fees and extras by the first day of term, as set out in the Parent Contract.

All means-tested awards are subject to annual review and parents shall each year be required to complete a financial means questionnaire.

Full Terms and Conditions of Bursary Awards can be found in the Admissions Policy document 'Bursaries and Scholarships', which is available on our website at [stahs.org.uk/admissions](http://stahs.org.uk/admissions) or by request from the Admissions team ([admissions@stahs.org.uk](mailto:admissions@stahs.org.uk))



## WHAT DIFFERENCE DOES IT MAKE?



**Alumna Sofia was the recipient of a STAHS bursary and went on to study Geography at Cambridge. She is now a Marketing Manager and was named a 'Rising Star' for the BIMA Hot 100, the industry body that recognises the most influential people in digital each year.**

*I was incredibly grateful to be chosen [to receive a bursary], as I loved my time at the High School. It meant I could continue indulging my love of studying all the humanities – I did ten GCSEs and four A levels – and take advantage of all the High School offered, from Geography field trips and the Holocaust Educational Trust, to singing in choirs, running a creative writing club and debating. My biggest ambition was to study Geography at the University of Cambridge. I will always be grateful to the High School's Geography Department for introducing me to how fascinating the subject is and supporting me. My school, university and college experience shaped who I am today.*

# APPLICATION PROCESS

## STEP 1

Parents/guardians wishing to be considered for financial support must indicate this on their Registration Form, and they will be sent a Bursary Application Form. This form is also available on the School website, along with a set of Frequently Asked Questions. The STAHS Admissions team can provide help in completing the application. The signed application form, and all the required accompanying documentation, must be submitted to the School by the published deadline. Late applications are unlikely to be accepted.

## STEP 2

The Bursar will review all applications to establish the likely level of financial support required for the child to attend the School. This review process includes a financial assessment by an external specialist company, who may also visit the home of the family as part of their assessment. All assessments, visits and interviews will normally be completed between November and January.

## STEP 3

The Admissions Selection Committee makes its decisions on offering places without any information on the financial status of the candidates. Only after all offers of places have been decided, the Bursar and Head meet to discuss each Bursary application based on all the information provided and collected by the Bursar. Bursaries are awarded to candidates based on their ranking by the Admissions Selection Committee; those candidates who rank highest in the cohort following their admissions assessment will be offered Bursary Awards first, and this will continue in descending order of ranking until the Bursary Fund for that cohort is exhausted. Not all candidates who have applied for a Bursary Award will receive funding if the number of applications for Bursary funding is greater than the available funds.

## STEP 4

Following the Head's decision on offers of places, and in line with the published schedule, parents/guardians who made applications for financial support are advised whether their child is to be offered a place, whether they have been awarded a Bursary and, if they have, what level of award they will receive.

## STEP 5

Parents/guardians accepting places and Bursary Awards are required to sign a form accepting a place in the School and agreeing to the conditions relating to the award. The School normally tries to keep at a constant level any award that is made on entry, thereby enabling parents to plan for their child's education, unless subsequent annual reviews reveal that an increased parental contribution can be afforded, in which case the award will be reduced accordingly. It is unusual for an award to be increased after a pupil has entered the School unless there has been a significant change in family circumstances.



# FAQS

Many common questions are addressed here, but should you require any additional information, please contact our Admissions team at [admissions@stahs.org.uk](mailto:admissions@stahs.org.uk) or on 01727 792 509.

## 1 What is a Bursary Award?

A Bursary Award gives parents who have accepted the offer of a place at STAHS a percentage reduction in the School tuition fees. It is only awarded to those parents who are unable to pay the full fees and who successfully apply to the School for a formal assessment of their financial situation. The value of the award is therefore means-tested and, depending on the parents' financial circumstances, it could be up to 100% of tuition fees. Bursary Awards are discretionary and subject to the financial resources of the School.

Families with a gross household income below £85,000 pa may be eligible for an award, subject to net assets. This figure is indicative only and the School cannot guarantee that it will apply to particular parents.

The money to support bursaries all comes from the School and from donations. There is no government support.

## 2 What does a Bursary Award cover?

The Bursary Award will cover or part-cover the School tuition fees. It may also cover or part-cover educational trips, training camps, examination fees, School lunches, uniform and the School coach service where applicable.

## 3 Are there any other costs?

Parents in receipt of a Bursary Award will be required to pay any balance of termly fees in accordance with the School's terms and conditions. A deposit is also payable when parents accept the offer of a place, but this may be reduced in the event that a substantial Bursary is awarded. Deposits are refundable following a pupil's final year at the School.

## 4 How do Bursary Awards differ from Scholarships?

Bursary Awards are granted on the basis of financial need and Scholarships are awarded to signify outstanding achievement in Academics, Art, Drama, Design and Technology, Music Instrumental and Choral or Sport. Scholarships at STAHS are largely honorary, worth 10% of School tuition fees.

## 5 How do we apply for a Bursary Award?

All applicants must fill in the online registration form and pay the registration fee (please contact the Admissions team at [admissions@stahs.org.uk](mailto:admissions@stahs.org.uk) if you need to request a reduction or waiver of the registration fee). The registration form includes a place to indicate that you wish to apply for a Bursary Award. A Bursary Application Form will then be sent to you. Alternatively, the Bursary Application Form can be found on the School website under Admissions – this can be completed and submitted, along with all the required supporting documentation, with your registration form.

## 6 When will we be assessed?

We will assess your application after receipt of your completed registration form, Bursary Application form and supporting documents. This will usually happen between November and January in the year of application. Late applications are unlikely to be accepted and incomplete applications may disqualify you from Bursary assistance and may delay the assessment process.

## 7 How will we be assessed?

You will be sent an application form to complete and return. It will ask questions about your household financial income, expenditure and assets/liabilities, details of any investments you hold, your accommodation and your dependants. We require documented evidence to verify the information you provide and these documents will be sent to Bursary Administration Ltd, who will carry out the appropriate assessment on behalf of STAHS.

## 8 When will we find out if we qualify for a Bursary Award?

Offers of School places include the outcome of Bursary Award applications, so you will hear whether your child has a place at STAHS and if we are able to offer Bursary support at the same time.

## 9 How is my child assessed for a place at STAHS?

STAHS is a highly academically selective school. The admission processes for each entry point differ and are set out in the School's Admissions Policy. Full details and timings of the process for each entry point can be found in the Admissions section of the School website. Please be aware, deadlines for registration differ depending on selected year of entry.

Bursary application assessments are conducted independently of the academic selection process.

## 10 If I already receive a Bursary Award for one child at the School, will I be able to apply for additional support if another child is offered a place at STAHS?

Yes, a Bursary awarded for one child will be taken into account in assessing the support necessary for another.

## 11 How can you ensure that my child will not be treated differently to other pupils?

The Bursary application process is undertaken by the Finance Office at STAHS, independent of the admissions process, and the data provided is used for the purposes of assessing your application for financial assistance. An application for a Bursary Award will not affect a candidate's academic eligibility and vice-versa. Once a place is awarded, only certain senior members of staff will be aware of Bursary recipients and this information is treated with discretion.

The Deputy Head Pastoral is the first point of contact for Bursary pupils or their parents if they have any queries or concerns about settling in and thriving at STAHS. The School focuses on ensuring that every girl is fully integrated into School life irrespective of their economic background, so that they can all benefit from what STAHS has to offer.

## 12 Does the Bursary Award last for my child's entire schooling?

The Bursary Award is discretionary and is subject to an annual means test re-assessment. The value of any award is calculated against a sliding scale, which means that if your income increases, the amount of assistance may diminish and vice-versa.

## 13 How do I arrange to visit STAHS and find out more about the School?

Call the Admissions team on 01727 792 509 or email [admissions@stahs.org.uk](mailto:admissions@stahs.org.uk). We will be happy to discuss the ways in which you can visit the School and meet current pupils and staff.

**Further details of Terms and Conditions of Bursary Awards can be found in the Admissions Policy document 'Bursaries and Scholarships', which is available on our website at [stahs.org.uk/admissions](http://stahs.org.uk/admissions) or by request from the Admissions team ([admissions@stahs.org.uk](mailto:admissions@stahs.org.uk))**



## **St Albans High School for Girls**

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