

16-19 Bursary – Terms & Conditions

The bursary payment is linked to attendance and payments will reflect your attendance to lessons. If you have unauthorised absences these will be reflected in the payment you receive. Eligibility will be recorded from class registers; if you believe that a register is incorrect it is your duty to speak to the relevant member of staff to have this corrected.

In order to achieve consistency and equity for all pupils, we have formulated expectations on authorising payments for the bursary scheme. This document, therefore, sets out the general principles and examples of reasons for authorising payments.

Effort and Behaviour

- We track all Sixth Form students for their work ethic and progress. It may result in a student receiving reduced or no payment of bursary in the unlikely occurrence of repeated concerns regarding these issues or a behavioural incident.

Monitoring Attendance

- Attendance is monitored lesson by lesson, the students' presence at all required classes throughout the day.
- A student should be paid only where they have attended all the lessons for which they are required. If the student has failed to attend, then the student will receive a reduced payment according to the students overall % attendance for the month.
- It is, however, acceptable for the college to deem absence to be authorised. Where an absence is authorised, the student will still be entitled to the payment as though he/she has attended in full.
- The fundamental principle is that college decides whether a particular absence is to be authorised or not. **It is important that parents/carers let college know reasons for absence on the day of absence.**
- In operating these principles, college should ensure that the decision making processes are transparent, and that there is equitable application of rules across all their bursary students

Authorised absences

- A maximum of 3 religious observation days per academic year
- Sickness; up to 2 days approved, school must be informed on the morning of the illness by your parent/carer provided there is no regular pattern of sickness
- Any sickness absence from lessons during the day must be authorised by a member of reception prior to leaving school/college
- Hospital/Medical appointments will be approved on production of an appointment card or letter
- Compassionate/special leave at the discretion of the Head of Sixth Form.

Unauthorised absences

- Family holidays
- Birthdays or celebrations
- Part time work
- Driving Lessons

Appeals

- Where a decision has been taken that a student should not receive payment, the student has a right of appeal. It is important that records of reasons for non-payment of Bursary and supporting evidence should be retained in a suitable format for a minimum of three years.
- The same applies to information about the progress against learning goals and decisions about whether or not to approve the payment.