



## 16 – 19 Bursary Fund Contract 2017-18

Students who have successfully applied for these awards will receive six cheques over the course of the year (in the last week of each term), provided they achieve the required standards of attendance, coursework, effort, behaviour and academic progress.

Each payment is based on a minimum of 95% authorised attendance over the previous three months. This will be monitored on a weekly basis and parents/carers will be informed if there is any danger of this not being achieved.

**The 16-19 Bursary will not be paid if a student is recorded absent either from school or from lessons unless the absence has been authorised in advance for one of the following reasons:**

- Involvement in a school trip
- Work experience as part of the course
- University visits
- A religious holiday
- Medical appointments which cannot be arranged out of school hours
- Periods of authorised study leave
- School closures e.g. severe weather.

Other requests for foreseen absences must be applied for at least 2 days in advance. Authorisation will be considered and is at the discretion of the 6<sup>th</sup> form management team.

**If an unforeseen problem occurs** then the parent/carer of the student must contact the attendance office **on the day** on 01795 542477 to explain the reason for absence. A decision will then be taken whether the absence should be authorised.

**Prevention of Payment:** The following are a few examples of why the 16–19 payment may not be paid:

- Non attendance for any reason not pre-authorised including illness and medical appointments that could have been made out of school
- Driving lessons
- Part-time work
- Babysitting younger siblings.

**Students have a right to appeal** against a decision if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16–19 Bursary Fund contract. Appeals should be made to Mr R Clarke (Assistant Headteacher for KS5) in the first instance.

*I have read and agree to abide by the terms of the 16–19 Bursary Fund contract above. I understand that if I do not comply with these terms then I will not receive the 16–19 Bursary Fund payment for the Term in question.*

Signature:

Name:

Date:

Witnessed :

Name:

Date: