

High School Sixth Form



16-19 Bursary Contract 2018/19

This document should be signed by the student, the parent/carer and the Director of Post 16. A copy of this should be retained by the student and the Director of Post 16.

The payment of the Bursary each week is based on your attendance, effort, behaviour and conduct including adhering to the Sixth Form Dress Code. In order to receive these payments you must satisfy the following criteria each week:

Attendance:

You must:

- Attend school for at least 8 out of the 10 sessions in the week.
- Attend all lessons, supervised study, registrations, assemblies, tutorial sessions, PE and Invest sessions each week.
- Be on time to all registrations. Lateness to registration on two or more occasions in one week is not acceptable. This is displayed as an L on your registration certificate.
- Ensure all planned absence is with prior agreement of your Form Tutor, the Director of Post 16 or the Headteacher. You must complete a Planned Absence Form, and provide a permission letter/email from your parents/carers at least two days in advance.
- Only attend two Open Days in any academic year. If you wish to attend an Open Day it must be organised as a planned absence as indicated above.
- Ensure that all medical appointments are outside school time. If it is necessary to attend a hospital or emergency appointment during lesson time, you must see the Director of Post 16 and complete the planned absence form.
- Only take holidays during the school holidays, unless permitted, in exceptional circumstances, by the Headteacher.
- **Year 13 Students only** - Complete the permission to study at home, Period 5 only if you wish to do so. This needs to be agreed with the Director of Post 16.

Effort:

In the week of the publication of any report (Progress Monitoring or Full Report) you will receive your payment if you are working at **expected effort or above**. Your payment will not be affected by the attainment grades on your report.

Behaviour / Conduct

- If you have to serve a period of exclusion from the school your Bursary will not be paid during the week in which the exclusion has to be served.
- If you do not adhere to the Sixth Form Dress Code, you will not be paid for the week in which this has occurred.
- Unauthorised absence from school will be recorded as O. Arriving after registration has closed will be recorded as U and is unauthorised. You will not be paid for the week in which any unauthorised absence has occurred.

Part-time Employment:

Paid employment **must not be undertaken** during school hours or study leave. If any student is found to be completing paid employment during these hours their Bursary payments will be forfeited for the week in which the paid employment occurred on the first occasion, further occurrences will result in the Bursary Fund being withdrawn for the academic year.

Appeal:

If you have a Bursary payment withheld for any reason, you may appeal against this decision. Please see the Director of Post 16 in the first instance to clarify the reason for your payment not being approved. If you are still not satisfied by this decision you may appeal to the Headteacher. Please refer to the 16-19 Bursary Fund Guidance notes.

Signed: _____ (Student)

Signed: _____ (Parent/Carer)

Signed: _____ (Director of Post 16)

Date: _____