



16-19 BURSARY FUND LEARNING AGREEMENT 2011-12

Name of student:

Email address:

Year 12

Subjects studied:

The weekly Bursary Fund payment will be paid over 10 weeks each term when the conditions set out below are fully adhered to:

- The student must be timetabled for at least 12 hours of guided learning hours per week.
- The student must attend all timetabled lessons, including tutorial, and be on time.
- If a student is ill the sixth form office should be informed as soon as possible on the first day of absence (on 01434 610317) and on every subsequent day of absence.
- If a student misses a whole week of school due to illness or for any other reason, the bursary will not be paid.
- If a student has a dental or medical appointment the sixth form office should be informed in advance, or on the day if the appointment is last-minute.
- If a student fails to report an absence immediately they must do so **within 1 week** by bringing written authorisation from their parent/carer or appropriate evidence.
- One-off authorised absences for reasons such as a funeral, adverse weather or a university open day visit will not result in withholding of the bursary payment as long as the school is advised in advance or as soon as reasonably possible. The Sixth Form Office can advise whether circumstances are deemed legitimate reason for absence or not.

Payment

A weekly attendance report will be produced using to determine whether the student is eligible to receive payment for that week. If any lesson registers show an absent, no reason indicator then the bursary payment will not be authorised.

The bursary is paid in arrears and students should come to the Sixth Form Office at break on Mondays to find out whether payment is to be authorised for the preceding week. The Finance Office will be given a list of authorised names and will issue payment accordingly.

Withheld Payments

If the student has had an unauthorised absence the bursary payment will be withheld and the student will be informed on the Monday when they attend the Sixth Form Office and/or by their tutor during Tuesday morning registration. If a student wishes to query a withheld payment they must do so **within 1 week** from the day of notification and provide written evidence to support their appeal: they may do this at the Sixth Form Office during break or lunchtime. Appeals may be referred to the Learning and Guidance Co-ordinator where necessary. After one week, any withheld payments appeal will not be considered.

Following on from the above any further need to appeal regarding withheld payments should be made to John Hill, Director of Sixth Form.

I have read the above agreement. I agree to it's conditions and understand the 16-19 Bursary Fund Policy :

Signed (student) Date

Signed (on behalf of school)