

## 16-19 Bursary Scheme Contract



### Terms and Conditions for 16-19 Bursary Scheme Payment at Poole Grammar School

There is a requirement for 100% attendance at school every week during term time. Less than full attendance at **all sessions** may mean no 16-19 Bursary payment for that half term. However, there may be times when you cannot reasonably attend a session at school and, as a result, are marked as being absent on the register. Reasons for acceptable absences are listed below. Absences that may be accepted by the school are called 'authorised absences'.

For an authorised absence to be recorded on the register your parent/carer must communicate the reason for absence in writing to your tutor. For example, if you have a doctor, dentist or hospital appointment, all letters should be provided by your parent/carer, or, we can take a copy of an appointment card. The school is not obliged to accept repeated absences as genuine. Remember that all 16-19 Bursary payments are at the discretion of the school – repeated or consistent patterns of absence will lead to withdrawal of a Bursary payment even if an explanation for the absence is provided by your parent/carer.

If you are going to be absent because of sickness, transport problems etc. the school should be telephoned on 01202 692132 and a message left. You should ensure that the school is telephoned on the first and every subsequent day of your absence. You should also bring a letter from your parent/carer explaining your absence when you return to school.

Any personal holiday during term time will be counted as unauthorised and result in non-payment of the 16-19 bursary for that half term.

#### **Disciplinary absences**

Reasons for non-payment of a 16-19 Bursary include internal isolation, fixed term exclusion or permanent exclusion from school.

#### **Unacceptable behaviour may lead to non-payment of a 16-19 Bursary**

Poor conduct by you during school time or as you travel to and from school may lead to non-payment of 16-19 Bursary. Tutors and Year Heads may use their discretion to advise the Deputy Headteacher (Teaching, Learning, Innovation and Sixth Form) that a 16-19 Bursary payment should be withheld. Bad behaviour specifically includes:

- Engaging in continual, low level disruptive behaviour within a learning situation;
- Using unacceptable, intimidating or personally abusive language in class;
- Turning up to class on time and leaving on time but deliberately not engaging fully in the learning process;
- Lateness for classes or registration.

#### **Authorised Absences**

The following reasons will **not normally** stop payments of 16-19 Bursary:

**Sickness** – if a letter from your parent/carer explaining the absence is supplied to the school;

**Self-Isolation** – if you have had to isolate in accordance to COVID-19 guidance

**Home study leave** – when granted by your Tutor or Head of Year;

**Work experience, careers advice or university visits** – these must be pre-planned, evidenced and agreed;

**Medical emergencies;**

**Religious reasons** – pre-agreed absences may be allowed in order for you to attend religious ceremonies or festivals.

**Personal reasons** – Discretionary reasons agreed by your Head of Year (e.g. to attend a close family member's funeral).

This list is not exhaustive and individual cases will be considered by the Deputy Headteacher (Teaching, Learning, Innovation and Sixth Form).

#### **Unauthorised Absences**

The following reasons will not be accepted as authorised absences:

- Babysitting children;
- Holidays;
- Paid employment;
- Leisure activities;
- Birthdays or similar celebrations;
- Shopping trips;
- Driving lessons.

Again this list is not exhaustive and payments may be stopped at the discretion of the Headteacher. If your 16-19 Bursary payment is refused at any time you will be informed of the reason for non-payment.

**Other Information**

Where it is not possible for the school to purchase items on behalf of the student, reimbursement payments should be made to an account in the name of the student.

Every student who is in receipt of a 16-19 Bursary at Poole Grammar School must have, and keep, a signed copy of the 16-19 bursary scheme contract.

Occasionally there may be problems with 16-19 Bursary payments. This could be caused by any number of reasons. Poole Grammar School will endeavour to make payments in a timely manner, but occasionally, internal or external factors may result in late payments. If you have not received a payment but are expecting one, please see the School Finance Manager (next door to the Finance Office) who will check our records and see if there is an obvious reason for non-payment.

**16-19 Bursary Appeals Procedure**

If a student disagrees with any unauthorised absences on their attendance record the following steps must be taken to resolve this:

- 1) a verbal discussion with the Sixth Form Administrative Officer with written evidence provided from a parent/carer to cover any unauthorised absences;
- 2) a verbal discussion with your Head of Year;
- 3) a verbal discussion with the Headteacher .

**I confirm that I have read and understood the above information about receiving my 16-19 Bursary payments and understand the reasons why my 16-19 Bursary may not be paid.**

**Please complete parts A and B and return to the Sixth Form Administrative Officer via the post box in the lower Quiet Study area**

**A Student Details**

Name of student .....

Student signature .....

Name of Tutor ..... Date .....

Parent/Carer Signature .....

**B Bank Details (Note: This needs to be held in the name of the student)**

Name on account ..... Sort Code .....

Account number ..... Name of bank/building society .....

**C School section**

This portion to be retained by the Sixth Form Administrative Officer as proof that the contract was completed.

Name of student ..... Tutor Group.....

Student signature .....

Date .....

Headteacher signature .....