

**SOUTH
HUNSLEY**

Sixth Form College

**Post 16
Bursary Agreement**

2021/2022

Terms and Conditions for students who receive the 16-19 Bursary.

As a recipient of the 16-19 Bursary, you are entitled to 'payments' towards the cost of specified items outlined in your Notification of Entitlement letter sent by South Hunsley School Finance Manager. In order to be awarded these payments, you have the responsibility to adhere to the conditions set out in this document.

Your entitlement to payments is for term time only within the dates specified for your particular course. Payments for Y13/14 students will cease after the last summer exam which may be before the end of the academic year.

Payments' decisions are subject to the following criteria.

- Attendance

Attendance of all timetabled lessons, cover lessons, registration, assembly and exams is expected. This will be checked weekly together with absence notification forms and a decision will be made by Mrs Macdougall and then authorisation forwarded to the School Finance office.

You **must** inform the Sixth Form if you are ill or unable to attend by emailing **before your first lesson (or tutor meeting) on each day of absence**. The address to send a message to is: sixthform@southhunsley.org.uk. If you prefer you can call the LRC on 01482 631208 ext. 195. For pre-planned absences, an online Absence Notification form must be completed in advance with supporting evidence (where possible) attached.

In cases of full week absences due to illness no payments will be made for that week.

It is the student's responsibility to ensure their attendance is up to date by checking their emails daily and clearing any unexplained absences with Mrs Macdougall. It is important that any absence(s)/missing mark(s) are notified immediately. Failure to do this will delay authorisation or stop payments.

- Partial weeks

Payments will be made for weeks that contain training days, public holidays etc. providing students have fulfilled their attendance requirements for the remainder of the week.

- Illness

The bursary is given on condition of **100% attendance** and therefore you **will not** be eligible for a payments if you are absent for the whole week. If a student self-certificates for absences after a total of three days in a term or six days in a year their subsequent Bursary payments will be calculated pro rata, e.g. Monday and Tuesday illness and payments will be allocated for the three remaining days of the week only.

- Long term illness

If students decide that they are unable to complete the course through illness payments would cease from the date of withdrawal.

- Notification of non-payment

You will be notified in writing if your payments have been stopped for any reason. This is done every Tuesday afternoon via email. It is the student's responsibility to check their emails for any such notice and speak to Mrs Macdougall.

- Payments

Payments towards the cost of items will be recorded by the Finance Manager. A student should email the Finance Office in the first instance and once instructed, complete an electronic form obtained from the Finance Office. If authorised, a student will be informed by the Finance Manager.

- Backdated payments

Learners who receive a non-payments' notification must clear any queries **within 28 days** of receipt or a 'No' payments decision will be made.

- Overpayment

If payments have been made to which you are not entitled Mrs Macdougall will inform the Finance Manager. You will then be contacted by the Finance Manager.

- Queries and Appeals

Students with queries about payments' decisions or wishing to appeal against decisions should contact Mrs Macdougall.

- Fraud

In cases of proven fraud, such as forging a signature, Bursary payments will be terminated by the school and the Finance office will be informed.

- Attitude to Learning

Students' A2L will also be taken into account when authorising weekly payments (any student placed on stage 3 or above on the Referral Route will not receive payments for that week, nor subsequent weeks if no improvement is made) and the Finance office will be notified.

Students taking holidays during term time will **NOT** receive 16-19 Bursary payments.

Authorised absence

Wherever possible, students should attempt to arrange non-school activities outside of their course timetable. Where this is not possible, the following is a list of reasons for absence which may be authorised.

- A hospital or orthodontic appointment
- A family bereavement and/ or attendance at a funeral.
- A religious observance.
- A visit to a University, either to attend an open day or for an interview (Open Days preferably to be attended during weekends or holidays).
- A careers interview.
- An appointment with an agency advisor.
- A work experience placement.

- Moving house (1 day only).
- A job interview (course related).
- Driving test (**not a lesson**).
- Study leave and examination periods.
- Severe disruption to the learner's mode of transport. (The learner must follow the same procedure for informing the School as outlined for illness).

For each of the above, evidence will be required, e.g., dental/hospital appointment card/letter along with an online Absence Notification Form otherwise payments will be withheld.

Unauthorised Absence

The list below is not exhaustive, examples of unauthorised absence would be:-

- Employment or preparation for employment (unless negotiated with the Sixth Form Team).
- Driving lessons.
- Hair/ beauty appointments.
- Holidays*.
- **15 minutes** or more late for a lesson/registration.

***Term time holidays will not be authorised unless there are exceptional circumstances. If term time holidays are unavoidable, students must inform Mrs Macdougall, collect and complete both the ERYC Holiday Form and a 6th Form Holiday Form, in advance and return to Mrs Macdougall. It is crucial that students speak to their subject teachers before they go, to ensure that no deadlines are approaching and that they complete the work they have missed.**

Any absence is considered unauthorised until the correct notification is received. If student absences are not cleared, authorisation for payments will be withheld.

For students receiving 16-19 Bursary payments, failure to comply with the above procedures will result in non-authorisation of their 16-19 Bursary payment for that week.

The guidelines for the authorisation of 16-19 Bursary payments are very exact, if you are unsure of the expectations and requirements please talk to Mrs Macdougall at the beginning of term or as soon as possible.

SOUTH HUNSLEY

Sixth Form College

Once you have read through all the conditions listed above you are asked to sign this page and return it to Mrs Macdougall as soon as possible to avoid delay in payments.

A copy will be returned to you for your records and a copy will be filed with your 16-19 Bursary records.

I fully agree to be bound by the terms and conditions listed in this document.

Name Form.....

Courses to be studied	
1	2
3	4
5	

Bursary Reference(SHS Staff to complete)

Student signature..... Date.....

Learning Provider signature..... Date.....