16 to 19 BURSARY CONTRACT
BULLERS WOOD SCHOOL 2018/2019
(Half Termly Payments)

You will receive all your payments if you meet the requirements set out below. These requirements are:

- **100% attendance throughout the academic year**
- **Punctual attendance at <u>all</u> lessons**

CONDITION ONE: 100% attendance throughout the academic year except in exceptional circumstances where an absence is authorised.
If absence is not authorised, there will be no payment for the half term in question. All of the Bursary payment for that half term will be lost; the scheme does not allow part-payments for the allowance. You need to apply for authorised leave in advance before taking time off for any reason. <u>Failure to apply for leave in advance will result in your payment being stopped for that half term</u>.

<u>AUTHORISED LEAVE WHERE POSSIBLE APPLIED FOR AT LEAST 24 HOURS IN ADVANCE</u>

- Medical appointments that cannot be arranged outside school hours, e.g. hospital appointments which are supported by an appointment card
- Religious festival - pertinent to your faith
- Visit(s) to University for an interview or open day or other subject-related educational visit. [Following the school policy for number of visits]
- An unpaid work experience placement that is an integral part of your course
- Participation in extra curricular activity on behalf of the school, e.g. drama or sport, at a regional or national level
- Attendance at a probation meeting
- Attendance at the funeral of a relative or close friend
- A driving test (Not theory test)
- Study Leave – your bursary will be paid as normal during study leave up until the date of your final examination

UNAUTHORISED ABSENCE

The following are some examples of absences that will be treated as unauthorised by the school and will result in your half term Bursary payment being stopped. This is not an exhaustive list and the school reserves the right to make judgement on what counts as unauthorised absences.

- Exclusion from a particular class or from the school
- Holidays
- Part or full time work not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Driving lessons
- Routine check ups at dentist/doctor
- Absence from a public examination

We recognise that on certain occasions you may not be able to attend classes through circumstances that are beyond your control. These absences may be treated as authorised providing you notify the Bursary Administrator on the day of the absence.

Detailed reason for your absence needs to be given to the school's Attendance Officer by 08.25am on the first day of absence. Failure to comply with this will result in your Bursary payment being stopped for that half term.

CONDITION TWO: Attendance at all lessons on time

Failure to attend lessons on time will result in your half term payment being stopped. Students must arrive to each lesson on time. Punctuality will be determined by the register mark taken at the beginning of each lesson. Attendance at pastoral sessions and Assemblies, is also required for full Bursary payment.

Non-payment decisions can only be reverted to approved payment decisions within one week from when the original decision was made. If you wish to dispute a non payment decision, it is your responsibility to see Mrs Parker as soon as possible.

HOW DO I APPEAL IF THE SCHOOL HAS STOPPED PAYMENT?

- **The school may stop payment if you have not met the terms and conditions of the Bursary Contract, which you have signed.**
- **If a payment to you is stopped the school will explain clearly why this has happened.**
- Non-payment is not always due to non-attendance. It can be for lateness. All these requirements are listed in your Bursary Contract, which you signed and your parents/guardians have seen.
- If you are not happy with the reason for the non-payment of your Bursary you have the right to appeal. (The school is obligated to provide one appeal hearing for every non-payment decision.)
- The school administers the Bursary scheme (information collected) on behalf of the DfES and has to follow their guidelines.
- If you wish to exercise your right to appeal you should request an appeal in writing outline your appeal and submit to Mrs Parker to be discussed by the school's Bursary panel.
- The school's Bursary panel will deal with an appeal usually within 5 working days. In the event that your case is not straightforward we may contact your tutor or subject teacher for further information, which may take extra time.
- The appeal will be handled in the school by Ms Y Bellis at Senior Management level.
- At the appeal you will have the opportunity to present your case and have an adviser present such as a parent or guardian who if you wish could put the case on your behalf.
- **The Appeal Panel's decision is final and binding on all parties.**
- **If your appeal is successful you will be eligible for back payment**.

16-19 Bursary Contract 2018/2019

This contract is an important document. You are advised to keep it in a safe place. The school will keep a copy in your file.

Forename: …… **Surname:** ……

Date of Birth: …… / …… / ……

This is an agreement between you and BULLERS WOOD SCHOOL confirming that you will attend as agreed for your chosen programme of study.

By signing this contract, I am declaring my parents or guardians are *currently* in receipt of Jobseeker's Allowance or I fulfil the main criteria for eligibility namely:

- I am a Looked After Child (in care)
- I am a Care Leaver
- I am claiming Income Support
- I am in receipt of Free School Meals
- I am disabled and receive Employment Support Allowance and Disability Living Allowance
- I am a registered Young Carer
- I am a child of a Parent/Carer currently in the Armed Forces

(Please circle one of the above)

1. I am also aware that should my circumstances change during the course of this academic year; I will not be able to claim Bursary.
2. Where necessary, I have proved to the school that I am eligible to claim Bursary funding under current UK residency requirements.
3. I will ensure my parent(s)/carers(s) understand the conditions of my Bursary contract.
4. I understand that I have to adhere to the attendance and punctuality requirements laid out by the school in order to receive my payment.

These requirements are:

- **100% attendance each week.**
- **100% punctuality each week.**
- **Attendance at all lesson, tutorial sessions, compulsory sixth form events and public examinations.**

Student	**On behalf of BULLERS WOOD SCHOOL**
Name: ……..	Name: ……..
Signed: …….	Signed: ……
Date: …….	Date: ……

DATA PROTECTION ACT 2018

We have a responsibility to protect the public funds we administer. The information you provide is held on a computer database registered in accordance with the Data Protection Act 2018 and may also be used for the prevention and detection of fraud and crime. For these purposes we may also share the information with other public sector bodies and government agencies who administer public funds under statutory requirements.