



## 16-19 BURSARY FUND LEARNING AGREEMENT

Name of student: ..... Year Group: 12/13 (delete as appropriate)

Email address: .....

List Subjects Studied	List Subjects Studied (continued)

The weekly Bursary Fund payment will be paid in the form of six half termly lump sums when the conditions set out below are fully adhered to:

- The student must be timetabled for at least 12 hours of guided learning per week.
- The student must attend all timetabled lessons 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 610310) 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 for that week.
- If a student has a dental or medical appointment the pastoral 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 Pastoral 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 for that week.

Should additional funds be required to cover larger costs of school trips, books and equipment, an advance on subsequent terms' payments may be agreed at the discretion of the school. Payment would normally be made directly for the items required rather than through the student, and advanced amounts would be deducted from future half termly payments.

The bursary is paid half termly in advance and students should come to the Pastoral Office at break on the first Monday of each half term to find out how much payment is to be authorised for the half term. 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 in the previous half term the bursary payment for that week will be withheld and the student will be informed when they attend the Pastoral Office. 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 Pastoral Office during break or lunchtime. Appeals may be referred to the Pastoral Leader 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 Di Harris, Senior Deputy Head. In the event of any dispute about either initial eligibility or continuing eligibility, then a student parent or carer should use the school's complaints procedure.

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

Signed ..... (student) Date .....

Signed ..... (on behalf of QEHS) Date:.....