

Sixth Form

Bursary Attendance Expectations

The bursary funding is paid on condition that you achieve full attendance and meet the standards of effort and behaviour expected from you as a student of the college. Bursary will not be paid for any students that have an attendance of below 95%. This includes attendance to tutor period, PSHEE days, timetabled lessons and supervised study.

Students are expected to:

Attend all timetabled lessons.

Any unauthorised absence will result in the fund being withheld until such time as the reason for the absence has been ascertained. As well as timetabled lessons, students are required to attend assemblies and registration; non-attendance without a valid reason may result in the fund being withheld. There may also be other occasions when students are required to attend extra-curricular activities arranged to support all-round development: non-attendance to these events without a valid, evidenced reason may result in the funds being withheld.

Be punctual for all lessons and college events.

Any student who is more than fifteen minutes late to a lesson, registration or assembly will be marked as absent. If you have been marked late three or more times in any week you will not receive your funds.

Request permission in advance for any planned absences:

The college expects that, where possible, medical appointments must be made outside of college time. However, it is understood that very occasionally students may need to apply for permission to be absent from college. Students must request permission to be absent by submitting a Sixth Form Absence Request form (available from the Sixth Form office), along with evidence to support the request. If the absence is agreed, funds will not be affected. These are some examples of reasons why absence may be granted:

- Specialist medical appointment which cannot be arranged outside of college hours
- Official university/college/employer interview/visit
- Participation in significant extra-curricular event
- Official religious observance
- Other events at the discretion of the Sixth Form Leadership Team

Ensure behaviour and effort meets with college expectations:

The expectations are detailed in the Sixth Form Code of Conduct.

The School/College Provider is expected to:

Keep records of student attendance.

The Sixth Form team will register attendance in the student database each week. However, it is each student's responsibility to ensure they are registered as they may be marked absent if not seen by their tutor and will therefore not receive funds for that week. If any student's attendance falls below 90%, disciplinary policies will be enforced.

Monitor behaviour and effort.

Tutors will monitor behaviour and effort and, should these fall below the required standards, staff will enforce disciplinary procedures which may result in the loss of funds.

Bursary funding is calculated using a 95% attendance rate and is intended to cover the costs of travelling to college. Genuine illness should not preclude payments. However, if it becomes apparent that there is regularity to the non-attendance or there is a reason to doubt the validity of an absence, payment will be withheld, and the student will attend a meeting with the Sixth Form Leadership Team to decide if payment of the fund will be reinstated.

If students are not well enough to attend college, they must notify the Sixth Form office before 9.00 am each day that they are absent. Evidence of illness will be required for absences of longer than five days. This can be in the form of a prescription or a medical appointment card. Gaining this evidence is the responsibility of the student and/or parent/carer.