

The Thomas Aveling School

Student Learning Agreement 16 – 19 Bursary Grant

Reviewed September 2018
Mrs D Humphrey

The Bursary Grant is issued during term time based on the following criteria.

PROGRESS / BEHAVIOUR / ATTENDANCE

PROGRESS

To receive the bursary grant students must

- Complete all coursework by the agreed deadlines.
- Meet target grades, which will be reported on 3 times a year.

BEHAVIOUR

Students who exhibit any of the following behaviour, in or out of Lessons will not receive payment.

- Deliberately being disruptive and interrupting the teaching and learning of other students in the classroom.
- Swearing or using foul and abusive language towards staff or other students.
- Using any language that others perceive to be offensive, be it racial, sexual, homophobic or disrespectful to those with disabilities of any nature.
- Being physically violent to staff or other students.
- ANY incidence of bullying, intimidation, physical or verbal abuse towards a staff member or other student.
- Being in the possession of or under the influence of drugs or alcohol.
- Smoking anywhere on the school site.
- Using a mobile phone for any purpose during lesson time.
- Failure to attend exams

ATTENDANCE

Above 95% attendance is required throughout the year.

- If you have been absent for one or more days and have not notified the school before 9am on **01634 844809** you will **NOT** be paid your allowance for that week.
- It is acceptable for the school to deem absence to be authorised. Where an absence is authorised, the student will still be entitled to the bursary payment as though he/she has attended in full (unless they have an unauthorised absence for a different session).
- The school will decide whether a particular absence is to be authorised or not in line with published guidelines.
- There is a limit to 2 lates accepted in any week.

- Students must sign in/out if attending appointments or when allowed home study.
- Students will be informed of any changes to their payment by Mrs Humphrey

GENERAL PRINCIPLES

- **Absence is unauthorised unless there is a valid reason**
- **All foreseen absences must be notified in advance**
- **All other absences must be notified on the day in question**

ABSENCES WHICH CAN BE FORESEEN

An absence can be authorised by the school for the following reasons: -
(This list is not exhaustive and authorisation can be given by the school alone)

Reason	Evidence
Medical appointment which cannot be arranged outside of school hours	Appointment letter or doctor/dentist's note; appointment card may be required following a telephone appointment
Occasional care for a person if student has agreed caring responsibilities	School must be informed at time of enrolment
Recognised Religious holidays	Parental letter
Visit to University to attend an open day / interview or a career-related interview or audition	Invitation letter; School authorisation; Following the school policy on open days (e.g. maximum number)
Appointment with Careers Advisor	Appointment note from advisor. Disruption to studies should be avoided
Unwaged work experience placement relevant to course	Letter from employing organisation and tutor consent
Field trips and other extra-curricular activities related to areas of study	Tutor needs to authorise
Attendance at a funeral of a close friend/relative	School authorisation
Severe disruption to transport	News report; School authorisation
Driving Test	Letter from DVLA
School representative's meeting	School authorisation
Court attendance or probation meeting	Letter from Court of probationary service
Social Services Review	Letter from Social Services

The school will need to assess individual requirements and make necessary adjustments to the criteria for authorisation of absence if a student's disability, learning difficulty or particular social circumstances affects their timekeeping and/or attendance. A judgement will need to be made to assess if individual cases are valid.

ABSENCES WHICH CANNOT BE FORESEEN

Reason	
An emergency family situation/bereavement	Every effort must be made to contact school on the day
Transport problems with no alternative solution	Every effort must be made to contact school on the day; school may need to check on local information regarding transport problems for that day

ABSENCES NOT GENERALLY ACCEPTABLE

Reason	
Holidays	Unauthorised
Part or full-time work which is not part of the student's programme of study	Unauthorised
Leisure activity (except an activity organised or authorised by the school)	Unauthorised
Birthdays or similar celebrations	Unauthorised
Babysitting younger siblings	Unauthorised
Shopping	Unauthorised
Driving Lessons	Unauthorised

SICKNESS

- Payment/absence can be authorised for patterns of absence, provided that the school bursary procedure is followed and that it is in line with the school's sickness procedures.
- If attendance falls below 93% medical evidence must be provided to allow payment to be made.
- If a student is absent for more than five consecutive study days, payment will be withdrawn unless there is considered to be special circumstances. Payment for sickness absence after the first week will be at the discretion of the school and will include the production of a medical certificate.

Note

Exceptional or serious conditions should be considered as special cases and a judgement will be made by the school.

PUNCTUALITY

- The expectation is that students will arrive before the start of the session at all times.
- A student will be considered to have an unauthorised absence if the lateness falls outside of the school punctuality arrangements.
- The school may authorise lateness under extenuating circumstances.

