

## Sixth Form

### Bursary Expectations

The bursary funding is paid on condition that you meet the standards of effort and behaviour expected from you as a student of the college. Where students are needing support with travel, students will need to produce their bus tickets fortnightly by the Tuesday so that they can be reimbursed for their full day's attendance. Students cannot claim for days where they have not attended all of their timetabled sessions. Flexibility will be applied for any students that go home ill during the day, for one off instances of illness. In some cases, it may be more appropriate that the student purchases a term rider pass, and then are refunded for this. Where this is appropriate, for the amount to be refunded for the next term, attendance for the previous term would need to have been 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:**

##### **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.