

STRETFORD GRAMMAR SCHOOL

Sixth Form Bursary Agreement

All students are expected to adhere to the terms of the **Sixth Form Learning Agreement** which was signed by both parents and students at enrolment and to follow the attendance and punctuality guidelines listed in their planner.

It is a key aim of the school that Sixth Form students should have 100% attendance and punctuality in order to maximise their educational experiences and attainment. The school reserves the right to withhold payment if your attendance falls below the whole school target of 96% for all students. In line with this, all Sixth Form students will be required to attend, punctually, all timetabled lessons, including registration, independent study periods and enrichment activities.

Students are expected to maintain high standards of personal behaviour, conduct and dress at all times, keep up to date with coursework and adhere to all school rules.

Bursary payments will be made monthly (for weeks where students are required to attend school, not school holidays). Before payments are made a review will be made of the above terms. If the student has failed to adhere to these terms then part or full payment may be withdrawn, suspended or frozen temporarily.

Further guidance about absences

Some absences are unavoidable and in some circumstances the school will deem absence to be authorised. Authorised absence may affect Bursary payments.

Absences which can be foreseen

Absences will be considered to be unauthorised unless there is a valid reason. In other words, where there is an absence and the student wishes this to be authorised, it is up to the student to notify and agree this with the school in line with this agreement. If the absence can be foreseen, then the student **must** apply for authorised absence in advance by completing a Sixth Form Absence Request Form and forwarding this to the appropriate subject staff/Head of Year/ for approval. This must be done **at least two days** before any planned absence. It is not acceptable to miss classes without prior notification and then to claim that the absence should be authorised retrospectively.

Absences will be authorised only if the reason given is a valid one. The following are examples of reasons which would usually be considered to be acceptable:

- A medical appointment which cannot be arranged outside school hours
- To look after a family member or another person for whom the student has caring responsibilities — however this does not cover babysitting younger siblings
- A religious holiday in line with the student's faith
- A visit to a University either to attend an open day – where a weekend day is not available (maximum of 3 days to be approved) or for interview
- A career related interview
- An appointment with a Connexions Advisor (although these should normally be scheduled to avoid disruption to studies)
- A work experience placement which is an integral part of a course, and for which the student does not receive a wage
- Participating in a significant extra-curricular activity, such as drama, music, or sport. Authorised absence will be granted only where the activity reflects a significant level of personal achievement, for example, taking part in a regional or national event, or for some other one-off event. Authorised absences for this reason will be granted

sparingly; where a pattern of frequent participation in such activities is proposed, solutions will be explored personally with the student

- Attendance at a probation meeting
- Attendance at the funeral of a close friend or immediate family
- Severe disruption to a student's mode of transport where there is no practical way of getting to school
- A driving test (not lessons or Theory Test)
- Court attendance
- Family bereavement
- Wedding of an immediate family member
- Visits approved by the school
- Day and residential visits to outdoor centres
- Department study days
- Study leave

These are general guidelines, and the school will take account of: the inherent reasonableness of any case; the number of absences taken by any one individual; and repetitions of the same reason. In all cases a Sixth Form Absence Request Form must be completed by the student, countersigned by a parent/carer and forwarded to the appropriate subject staff/Form Tutor/ for approval. Where absence is due to a scheduled appointment, appointment cards must also be presented.

The following reasons for absence would not be acceptable:

- Absence from a session where the student has not obtained authorisation for the absence in advance
- Holiday taken during term-time
- Social events during term-time
- Part or full time work which is not part of the student's programme of study
- Student union or political activities
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons and the driving theory test
- Late arrival to lessons/tutorials
- Routine medical/dental appointments
- Missing lessons to complete coursework or homework
- Taking unofficial exam study leave

This list is not intended to be exhaustive

Absences which cannot be foreseen in advance

Where the reason for absence could not reasonably have been foreseen, the school will consider whether the absence was really unavoidable. An absence which could not have been notified in advance should be notified to the school on the day in question; unless, exceptionally, there is a good reason why this could not be done. This should be done by a phone call to the office by **10:00** on the day of absence. If absence is due to illness, students should give details of the nature of the complaint and an estimate of the time they will be absent. On return to school the student should then complete a student absence form and have this countersigned by a parent/carer before returning it to the Form Tutor to sign. Students eligible for Bursary must then pass the form to the Sixth Form Administrator. This must be done within 48 hours of returning to school.

The following are examples of reasons for absence which would tend to be acceptable, provided that the school has been notified on the day:

- An emergency involving a family member or another person for whom the student has caring responsibilities. Sudden severe illness would be an example. However, while such cases will be treated sympathetically on a one-off-basis, they will not be acceptable as regular grounds for authorising absence
- Family bereavement
- Transport problems, where these were not known about in advance, and where there is no alternative means to hand
- Sickness Absence. However, the school is entitled to turn down applications for authorised sickness absence for Bursary payments if they have reason to doubt their validity. Any emerging pattern of non-attendance due to sickness without explanation would be unacceptable. Where students are absent for a period of more than 5 days a medical certificate will be required for Bursary payments to be authorised

I agree to abide by the terms of this agreement and understand that failure to do so may result in non-payment, withdrawal, part payment or suspension of my Bursary.

Student Name:

Form:

Student signature:

Date: