



OUSEDALE SCHOOL

BURSARY POLICY 2017/18





Types of Bursary

There are three kinds of bursaries available:

- **Vulnerable Students Bursaries:**
Students in care, care leavers, young people in receipt of income support and disabled students in receipt of Employment Support Allowance will be eligible to receive a bursary of £1,200 a year. The bursary will be paid in three parts: £600 in September, £300 in January and £300 in March/April
- **Discretionary Attendance Bursaries**
All students registered for free school meals will be able to claim a weekly payment for each week in which they have full attendance. The amount of this payment will be finalised in September when we know how many students have applied for the bursary. The funds available for this are limited so the scheme may not run for the whole academic year.
- **Discretionary Bursaries**
Bursary Funds will be available to help students who encounter serious financial problems in the course of their studies. This will be especially relevant if financial concerns may prevent a student from completing the course. Students can apply at any point during the course.

Eligibility

- **Vulnerable Students Bursaries:** it is the responsibility of the student to provide Val Child (Bursary Administrator) with evidence that they fall into one of the designated categories. The School will then apply to the EFA on your behalf for funds.
- **Discretionary Attendance Bursaries:** the school will check your free school meal status. Payments will not begin immediately in September until we know how many eligible students have joined us. The amount of the weekly payments will then be notified.
- **Discretionary Bursaries:** Mrs Wheatland may ask for documentary evidence of hardship such as P60 Forms.

Payments

- Except for exceptional circumstances, payment will be made via BACS transfers. Students should complete a form giving all appropriate details. Discretionary Attendance Bursaries will be paid weekly.
- Vulnerable Student and Discretionary Attendance Bursaries payments will be backdated to the official start of term date.
- The maximum amount of money any student can receive is £1200 for the 2017/18 academic year.

Appeals

- Payment decisions will, in the first instance be made by the Val Child (Bursary Administrator). Any concerns should be passed to Mrs Wheatland. If a student wishes to challenge the decision, they should do so, in writing within ten working days of the decision).

Discretionary Attendance Bursary (DAB) Rules

Discretionary Attendance Bursaries are paid during term time providing that you attend all timetabled sessions (minimum 14 single sessions) **including** registration and tutorials each week. Payments are processed every Monday for the previous week. DAB is not paid during school holidays.

You are expected to:

- Have 100% attendance
- Be punctual to all lessons and register your attendance
- If you decide to drop a subject you are required to complete a 'Change of Course Form' and return the signed form to Val Child in the Sixth Form Office **immediately**
- Get permission **in advance** for time you need to take off



The school is expected to:

- Monitor your attendance and any absence
- Make weekly payments if you have 100% attendance.
- Let you know by letter or e-mail if your payment has been stopped and why
- Respond to any queries that you may have about the DAB 'yes/no' decision

Getting permission for absence (negotiated/authorised absence) appropriate written evidence should be provided

It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. If the school agrees in advance of the absence, then your DAB payment will not be affected.

The following list gives examples of some of the occasions when permission **may** be granted on a limited basis providing we receive a yellow absence form or written notification **in advance**:

- Dentist, Doctor and Hospital appointments
- Driving Test
- Attendance at a close family funeral
- Religious holiday (no more than 4 days per academic year) at the discretion of the school
- Visit to university either to attend an open day or for interview; or career related interview (a maximum of four in one academic year).
- Participating in a significant extra-curricular activity, when representing the school
- Attendance at probation meeting or court hearing

Please remember that you need to sign "in/out" in the Sixth Form Office when leaving or returning from an appointment. Failure to do so will result in the loss of your DAB payment.

The following reasons for absence would **not** be acceptable:

- Driving Theory Test
- Opticians appointment
- Holidays taken during the school term
- Part or full time work which is not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings or looking after other family members
- Driving lessons
- Missing the bus
- Waking up late

Where an absence genuinely could not be foreseen, you should nevertheless make arrangements to tell the school as soon as possible on the day in question. Where you fail to do this, the absence will be treated as unauthorised and therefore no DAB payment for that week will be made. If you are unsure about whether an absence will be authorised, please check with Val Child (Bursary Administrator). The school's decision is final in relation to authorising absence.

If you are ill or sick

DAB is given on condition of 100% attendance and therefore you are unlikely to be eligible for a payment that week.



DAB Agreement

You are responsible for:

- Completing on time all of your coursework and/or assignments to a standard to the best of your ability
- Punctual attendance at all examinations associated with the course

The school will:

- Arrange for your learning progress to be assessed on the basis of completion of relevant coursework and/or assignments
- Monitor and assess coursework and/or assignments to ensure they were on time and to the best of your ability
- Monitor your attendance at all examinations associated with your course
- Inform students in writing of NO pay decisions

Acceptance of Terms and Conditions as set out in the information provided.

Student Name

Student Signature

Tutor Group

DAB Administrator

Date

STUDENT COPY



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Student Name

Student Signature

Tutor Group

DAB Administrator

Date

SIXTH FORM OFFICE COPY – PLEASE SIGN AND RETURN