



OUSEDALE SCHOOL

BURSARY INFORMATION 2018/19





Types of Bursary

There are three kinds of bursaries available:

- **Vulnerable Students Bursaries:**

Students who meet one of the four criteria below 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. It is the responsibility of the student to provide Crystal McCarthy (Bursary Administrator) with evidence that they fall into one of the designated categories.

 - in care
 - care leavers
 - receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
 - receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right
- **Discretionary Attendance Bursaries**

A discretionary bursary can be paid to students to help them overcome barriers to participation they face, for example help with transport, meals and equipment. All students eligible for free school meals will be able to claim a weekly payment for each week in which they have full attendance. The funds available for this are limited so the scheme may not run for the whole academic year. Students not eligible for free school meals but from low income households (under £20,000pa) may also apply for the bursary; they must provide evidence of income/benefits.
- **Discretionary Emergency Bursaries**

A small amount of money 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. Nicola Wheatland (Head of 6th Form) 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 2018/19 academic year.



Appeals

- Payment decisions will, in the first instance be made by Crystal McCarthy (Bursary Administrator). Any concerns should be passed to Nicola Wheatland (Head of 6th Form). If a student wishes to challenge the decision of the Head of 6th Form, they should do so, in writing within ten working days of the decision by Head of 6th Form.

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
- 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 Crystal McCarthy (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.



Discretionary Attendance Bursary 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



Discretionary Attendance Bursary 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 above.

Student Name

Student Signature

Tutor Group

DAB Administrator

Date