

POST 16 STUDENT HELPSHEET

Payment of the post 16 bursary - **the bursary is paid weekly to post 16 students who are eligible for free school meals** and who meet the requirements expected by school.

These include:

- Attendance of at least 95% each half term
- Excellent punctuality
- Meeting deadlines for school work and homework
- Attending all lessons ready to work hard and achieve well
- Attending assemblies and calendared RE enrichment events
- Following the post 16 dress code.
- Acting as a role model for younger students by upholding the school's codes of conduct and behaving in a mature and responsible manner at all times.

1. HOW TO CLAIM YOUR WEEKLY PAYMENT:

- You commit to attend the timetable set by the school in return for a payment and to meet the conditions of the Post 16 contract.
- Each Monday morning attendance staff will check lesson attendance for the previous week.
- If you have satisfied the attendance requirements then the payment will be paid to you in cash on the following Tuesday from the school admin office.

2. IF YOU KNOW YOU ARE GOING TO BE ABSENT FROM SCHOOL IN ADVANCE:

- Apply for 'authorised absence' in writing. This should be shown to your form tutor and then given to the attendance office.
- If you have a doctor's appointment during school time, you must bring your appointment card to the attendance office.

YOU MUST HAVE YOUR ABSENCE AUTHORISED OTHERWISE YOUR PAYMENT WILL BE STOPPED FOR THAT WEEK.

3. If YOU DON'T KNOW THAT YOU ARE GOING TO BE ABSENT FROM SCHOOL IN ADVANCE:

- It is your responsibility to contact school in the morning **before 8.30am** on the first day and inform the attendance office why you are absent and your likely date of return.

- If you are absent for 3 days or more you must contact school every third day.

IF A STUDENT IS AWAY ILL FOR MORE THAN ONE DAY IN A WEEK THEIR BURSARY PAYMENT WILL NOT BE MADE

4. WHAT HAPPENS IF I ARRIVE LATE TO SCHOOL:

- If it is before the end of registration – GO TO REGISTRATION.
- If it is after registration – sign in at the attendance office.
- **If a student has more than one late mark in any week they will not be paid**

5. IF YOU ARE ILL AND NEED TO LEAVE SCHOOL EARLY:

- Go and see the school nurse.
- Inform one of the post 16 team

6. WHAT HAPPENS IF YOU DON'T RECEIVE YOUR WEEKLY PAYMENT:

- If your payment has been stopped, attendance will email you, via your school email address and give you the reason.
- If you haven't had an email, go and see the attendance office, who will investigate the reason.
- **You must query a 'non-payment' within 4 weeks of the decision, as we are unable to make payments after this time.**

7. WHAT TO DO IF YOU DON'T AGREE WITH YOUR WEEKLY PAYMENT BEING STOPPED:

- Contact attendance and they will discuss their decision with you.
- If you are still unhappy you can make an appeal by completing an Appeals Application form.
- The appeals decision is final.

8. WHERE TO GO FOR MORE INFORMATION ABOUT BURSARIES:

- Contact Judie Heaney, Attendance Officer.
- The policy will be reviewed annually in July by the Head of Post 16 and the attendance officers.

9. FRAUD:

- Fraud is taken very seriously. Any false information or claims will be treated as fraud.