



**BIDDULPH
HIGH
SCHOOL**

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Potteries Educational Trust Head Office
City of Stoke-on-Trent Sixth Form College
Leek Road
Stoke-on-Trent
Staffordshire ST4 2RU
Chief Executive Officer: **Mark Kent**

BURSARY FUNDING CONTRACT 2020-2021

Your Bursary is paid on condition that you achieve full attendance. The following procedures explain what is expected from you and from your school.

You are expected to:

- Attend 100% lessons
- Ensure you are punctual to all lessons and register your attendance
- Get permission in advance for time you need to take off authorised or unauthorised
- Contact the school each morning reporting illness/sickness

The school is expected to:

- Keep records of your attendance
- Monitor your attendance and absences and satisfactory effort levels
- Let you know within a reasonable time if your payment has been stopped
- Respond to any queries or problems that you wish to discuss with them about the Bursary

Getting permission for an absence (authorised absence)

It is understood that there is very occasionally a reason why you may need to apply for permission to be absent, it is up to the school to agree with you this planned absence. If the school agrees in advance of the absence, then your Bursary payment will not be affected. The following list gives the situation where permission **may** be granted on a limited basis:

- Medical appointment
- Driving test
- Official study leave with prior permission
- Attendance at examinations
- Attendance at a funeral
- Religious holiday
- Visit to university either to attend an open day or for interview; or career related interview
- Work experience placement which is an integral part of the course
- Participating in a significant extra-curricular activity (for example: taking part in a regional or national event such as drama, music or sport)
- Attendance at probation meeting or court hearing
- If you are officially the responsible carer for a child or family member and an emergency arises
- Severe weather (exceptional circumstances)
- School or college representatives' meeting (for example, Governors' meeting)

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If you are ill or sick (unauthorised absence)

Bursary funding is given on condition of 100% attendance and therefore you may not be eligible for a payment that week. It is your responsibility to inform the school each day of illness/sickness.

Other kinds of absence (unauthorised absence)

Bursary funding is given on condition of 100% attendance. If you are off without permission for any other reason, then your school will reduce the payment you receive in line with that stated in the Funding Policy. The following reasons for absence would not be acceptable:

- Holidays
- Part or full-time work which is not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons

Where an absence genuinely could not be foreseen in advance, 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 Bursary payment for that week will be paid.

If you wish to appeal against the non-payment of your weekly Bursary payment you must speak with your Sixth Form staff.

Student Declaration: I agree to abide by the conditions set out above.

Student Name (Please Print): _____

Signed: _____

Date: _____

