

## SOUTHFIELDS ACADEMY SIXTH FORM

### BURSARY STUDENT LEARNING AGREEMENT – 2017/2018

#### **AWARDING THE PAYMENT**

- At the end of every half term we will decide whether you are entitled to your payment based on your attendance and effort. FIVE payments will be made during the year (two during the Autumn term, two during the Spring term, and one during the Summer term).
- The Academy expects you to have attendance of at least 95%, and that your work is completed work to the best of your ability. It is also important that you register with your tutor every morning, as this is how we monitor attendance.

#### **EXAMPLES OF 'AUTHORISED ABSENCE'**

- A medical appointment which can't be arranged outside of Academy hours (this does not include routine dental treatments). You will need to provide an appointment card.
- A particular need to look after a family member or another person who you have caring responsibilities for. (NB this would be a one off incident and not happen regularly.)
- A religious holiday.
- A visit to a university either to attend interview or a careers-related interview.
- An appointment with a Careers Advisor (although you should try to arrange these outside of lessons).
- A work experience placement which is part of a course
- If you're taking part in a significant extra-curricular activity, such as drama, music, sport or volunteering. Authorised Absence will only be given where the activity reflects a significant level of personal achievement (e.g. taking part in a regional or national event), or for some other one-off event.
- A probation meeting.
- Going to a funeral of a close relative or friend (close relative would be: mother, father, step parents, sibling, grand parents).
- Severe problems with your transport.

#### **REASONS THAT ARE NOT GENERALLY ACCEPTABLE FOR AUTHORISED ABSENCE:**

- Holidays.
- Part- or full-time work which isn't part of your programme of study.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting your younger brothers and sisters.
- Shopping.
- Being off ill with no medical note supporting this absence.
- Driving lessons.

#### **PAYMENT WILL BE WITHHELD IF:**

- **Your attendance falls below 90%.**
- You have not bought course material (e.g. text books), as directed by your teacher.
- You have not attended your tutor period.

- You have missed a lesson because you want to change course. **You must wait until you receive the new timetable before changing lessons.**
- Your absence from lessons has not been authorised.
- You did not attend your work placement or a Academy trip/event.
- You did not see relevant teachers if you went home sick.
- Poor behaviour – this may be non-completion of work or antisocial behaviour.
- You are regularly late to school.

This list is not necessarily complete.

If you have any queries about the bursary award you should contact your tutor. This information is correct at the time of going to print but is subject to change as information and guidance from the government Department for Education is published.

I HAVE READ THIS AGREEMENT CAREFULLY

Student Name	
Tutor Group	
Student signature	
Date	
Parent signature	
Date	

Please go to the school's website to see the full Bursary Fund policy:

<http://www.southfields.wandsworth.sch.uk/>