

## **SHERBURN HIGH SCHOOL**

### **Criteria for Bursary Fund Payments**

Students must achieve 100% attendance/authorised absence for registration, lessons, individual study periods and personal development, to qualify for each payment from the Bursary Fund. A minimum of 12 hours of guided learning are required each week which is equal to 2 AS, A2 or BTEC courses.

ABSENCES WILL BE CONSIDERED TO BE UNAUTHORISED UNLESS THERE IS AN EVIDENCED REASON. Telephone calls cannot be accepted as evidence as they cannot be produced for audit purposes. Official appointment cards, letters on headed notepaper or e-mails showing the address which they were sent from are all acceptable forms of evidence. Handwritten notes are not acceptable as they may have been written by anyone.

Bursary payments are intended to cover your costs incurred through your attendance in education, therefore, **if you are absent for a full calendar week for any reason, then no payment is payable for that week.** There are absolutely no circumstances under which payment can be made if a student does not attend school for a complete calendar week i.e. Monday to Friday. Other periods of absence are covered in the sheets marked "Acceptable and Unacceptable reasons for absence".

If the reason for absence is known in advance, then the student should notify the Post 16 Office. Any absence, which could not have been foreseen, should be notified on the day in question. Only in extreme circumstances can a late notification be considered.

### **Regular Payments**

Regular payments are based on a combination of attendance, effort and behaviour. Attendance is 100% attendance or authorised absence as described above. Effort and behaviour are assessed by teaching staff and are based on what is acceptable to each member of staff. Staff will record any instances of unacceptable behaviour or non-completion of work to accepted deadlines. A decision will be made as to whether the next payment is withheld.

## **ATTENDANCE CRITERIA – ACCEPTABLE REASONS FOR ABSENCE**

**The following are examples of reasons for absence, which would usually be considered to be acceptable: - In all cases they should be notified in advance and written evidence to confirm the reason for the absence needs to be provided for audit purposes.**

1. A medical appointment, which cannot be arranged outside of school or college hours.  
e.g. A hospital appointment, when cancellation would mean an unreasonable delay.
2. A University Open Day or interview.
3. A work experience placement, which forms an integral part of a course, organised in conjunction with school.
4. A career related interview. (Excluding part-time work).
5. Attendance at a probation meeting.
6. Attendance at a family funeral.
7. A practical driving test.
8. Court Appearance.
9. Wedding of an immediate family member.
10. Educational visits approved by school.
11. Day and residential visits to outdoor centres.
12. Study Leave.
13. Transport problems where official transport is the cause of the delay.
14. Lateness of no more than 10 minutes is acceptable, on no more than 1 occasion in a week on a one-off basis.
15. Absences due to sickness should be notified by phone as early as possible on the day of absence. Then covered by completion of an absence form on return to school.  
Absence in excess of 5 days needs to be covered by a doctor's certificate.

The list is not intended to be exhaustive; account will be taken of the inherent reasonableness of any case, taking into account the number of absences taken by a student, repetitions of the same excuse and whether the excuse is backed up with evidence.

## **ATTENDANCE CRITERIA – UNACCEPTABLE REASONS FOR ABSENCE**

**The following reasons for absence would be considered not acceptable.**

1. Student is absent from a lesson without authorised absence.
2. A holiday taken in term time.
3. Part or full-time work, cutting across teaching time, which does not form part of a programme of study.
4. Leisure activities.
5. Birthdays or similar celebrations.
6. Babysitting younger siblings.
7. Shopping.
8. Driving Lessons / Driving Theory Test (Book them outside of teaching time).
9. Routine doctor's appointments.
10. Missing lessons to complete homework/coursework.
11. Lateness beyond 10 minutes or on more than 1 occasion in a week.
12. Transport where other than official transport is used. Note that students from Sherburn and South Milford would be expected to walk to school unless they have a relevant disability.

The list is not intended to be exhaustive; account will be taken of the inherent reasonableness of any case, taking into account the number of absences taken by a student, repetitions of the same excuse and whether the excuse is backed up with evidence.