

## King's Academy Easthampstead Park: Financial Support (16-19 Bursary)

### CONTRACT

Assistance is given via the Bursary Fund to full attendees with a good completion of work record. Both have to be fully satisfied before assistance requests are endorsed.

#### **Authorised absence** (for those absences that **can** be foreseen)

An absence can be authorised for the following reasons:

Reason	Evidence
Medical appointment which cannot be arranged outside of school hours	Appointment letter or doctor's note
Occasional care for a person if student has agreed caring responsibilities	School must be informed at time of enrolment
Recognised Religious holidays	Maximum of 3 days allowed per year
Visit to university to attend an open day/interview or a career related interview or audition	Invitation letter - maximum of 6 per year
Appointment with Connexions Advisor	Appointment note from advisor. Disruption to studies should be avoided
Unwaged work experience placement relevant to course	Letter from employing organisation and tutor consent
School trips and other extra-curricular activities related to areas of study	Tutor needs to authorise
Attendance at a funeral	Letter from parent/guardian. No more than one day per occurrence
Severe disruption to transport	News report, school authorisation
A driving test	Letter from DVLA
Study leave	Must submit their exam timetable to the Finance Office as soon as possible
Court attendance or probation meeting	Letter from court

#### **Authorised Absence** (for those absences that **cannot** be foreseen)

Sickness

#### **Other unforeseen absences that may be authorised if the school is notified on the day**

- An emergency family situation/bereavement
- Transport problems with no alternative solution

#### **Absences not generally acceptable**

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

#### **Lateness**

Attitude on marking a student as in attendance when late for class will be in line with school policy.

#### **Fraud**

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

In the instance of a forged signature or claim, the Senior Teacher KAEP6 and the student will be contacted in order to arrange a meeting to discuss the matter further. Disciplinary decisions will be made on the basis of the meeting. If fraud is found to be proven, the entitlement to assistance may be permanently withdrawn whilst attending KAEP6. The student may also face action from the school's disciplinary procedures.

#### **Appeals Procedure**

If a student believes that a decision to withdraw their bursary assistance is incorrect, then they may appeal. The procedure is as follows:

The student must appeal in writing to the Headteacher. The Headteacher will consider all appeals and take into account any school records in support of the original decision and the student's written statement.

**King's Academy Easthampstead Park: Financial Support (16-19 Bursary)  
CONTRACT**

**Please return this signed slip with your application form and supporting documents.**

**Student's Name:** ..... **Tutor Group:** .....

**I agree to the conditions set down in the King's Academy Easthampstead Park - Financial Support (16-19 Bursary) Contract.**

**Signed:** ..... (Student)

**Date:** .....