

Sixth Form Contract 2016-17 Discretionary Bursary Fund

The purpose of the Discretionary Bursary Fund is to

- Support and retain disadvantaged students in helping to meet the costs of their continuing education
- Promote a positive attitude to the learning of these students

Frome Community College statement of principles

- To administer Discretionary Bursary payments to eligible students who demonstrate good attendance, punctuality, behaviour and standard of work.
- To ensure that the Bursary will be applied fairly and consistently.
- To ensure the principles and practice of the Discretionary Bursary Fund will be made clear to all eligible students.
- To operate the Discretionary Bursary Fund in such a way so as to maximise the amount of the Fund available to support students.

Criteria for receiving Discretionary Bursary payments

Eligibility

Current entitlement to Free School Meals will qualify a student for Bursary support, while the College may use its discretion to include others in exceptional cases. If you are in or recently left local authority care; receive Income Support (or Universal Credit in place of Income Support) in your own name or are disabled and get both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA) and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name, please speak to the Sixth Form Team as you may qualify for a Vulnerable Student Bursary.

Beyond eligibility, the following criteria will also apply to ensure that the relevant Bursary payments become payable:---

Attendance & punctuality

100% attendance and punctuality to all required registration sessions and lessons as stated on your timetable.

- This is monitored by registration records and your teachers recording absence or unreasonable lateness to lessons.
- You must inform the College of a planned absence as soon as it is known. You must also inform the College on each day of an absence due to illness.
- This should be in the form of a telephone call, note or e-mail from your parent or guardian, or yourself if you are 18 or over, to the Attendance Office.

- Your absence may be deemed authorised depending on the reason and duration of the absence.

Standard of work

Subject teachers must be satisfied that sufficient progress is being made on all IB, A Level and BTEC courses that you taking. This includes the completion of all homework/coursework to a satisfactory standard and on to deadlines set by teachers.

Conduct

General conduct around the College will be taken into account. This includes providing a good role model for younger students, making appropriate use of study facilities provided by the College and maintaining a respectful attitude to all members of staff and other students.

Payments

If a payment has been withheld you may appeal against this decision. Appeals must be in writing to the Sixth Form Office Manager, who will pass your appeal onto the Assistant Principal with responsibility for the Sixth Form.

Payment of bursaries

Payments will be made three times throughout the academic year, at the end of each term.

Payment will be made by cheque and which can be collected and signed for from the Post 16 office in the Futures building.

Further Information

Further information on the 16 to 19 Bursary Fund can be found at <http://www.gov.uk/1619-bursary-fund/>



Please sign and return the following declaration to the Sixth Form Office Manager at the College.

Student declaration:

- I have read and understood Frome Community College’s Sixth Form Discretionary Bursary Fund Policy.
- I agree to the Bursary payment criteria and I accept that failing to meet these criteria may result in the College withholding one or more Bursary payments.

Student name.....

Student signature..... Date.....

Parental expectations and declaration:

- I have read and understood Frome Community College’s Discretionary Bursary Fund policy.
- I agree to the Discretionary Bursary Fund criteria and I accept that my son/daughter failing to meet these criteria may result in the College withholding a portion of one or more of my son/daughter’s Bursary payments.

Parent/guardian name.....

Parent/guardian signature..... Date.....

Office use:

Date received	
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