



Discretionary Bursary Eligibility Contract

Bursaries are paid by cheque made out in the student's name; an initial payment will be made in the autumn term, and then in 2 further instalments which will be paid in the last week of each term upon completion of the full term by the student. In order to receive your bursary you must meet the following requirements:

1. Attendance

In order to meet the Attendance requirement students must register at each registration session and attend all lessons throughout the term.

(Please see the notes overleaf for further details).

2. Standards of Behaviour

In order to meet the Standards of Behaviour requirement students are expected to behave in an appropriate manner and treat others with respect in accordance with 6th Form policy. Where behaviour is deemed to be unacceptable students may not receive their bursary.

3. Academic Progression

In order to meet the Academic Progression requirement students must progress towards targets and complete all coursework. Progress will be assessed on the basis of completion of relevant coursework and/or assignments on time, and to the best of the student's ability (determined by termly teacher progress grades for effort and progress, along with reports), and attendance at exams.

Appeals

In the event of a student being dissatisfied with the outcome of a decision regarding the non-authorisation of the payment of the bursary, the student has the right to appeal against the decision made. Students will be provided with details of why the payment has been stopped prior to any hearing taking place.

Grounds for Appeal

An appeal can only be lodged if the applicant can demonstrate an unfairness in the decision made.

Procedure

An appeal must be made in writing and should be addressed to Mr D Tromans, Head Teacher. Students may present their case accompanied by a parent, or someone of their choosing, who may state the case on the student's behalf.

I undertake to submit receipts or other evidence to show what this bursary has been spent on

I understand that failure to return a signed copy of this contract within two weeks of receipt will cause my bursary award to become null and void and I will need to re-apply

Signed: Print name :(Student)

Signed: (Parent/Guardian) Date:

Netherhall Road, Maryport, Cumbria, CA15 6NT

Tel: 01900 813434 Ext. 0 (Main Reception) | Email: office@netherhall.cumbria.sch.uk

Head Teacher: Mr. David Tromans BA(Hons), PGCE, NPQH, MEd

www.netherhall.cumbria.sch.uk | www.facebook.com/NetherhallSch

Netherhall School

An Ambitious, Caring Community



Notes on Attendance:

The information below gives a broad guide as to what is considered to be an acceptable absence and what is not.

Absences which can be foreseen in advance

In situations where you anticipate being absent you will need to **inform your Tutor/Head of Sixth Form in advance**

Examples of legitimate reasons for absence include:

- (a) a **medical appointment** which cannot be arranged outside school hours
- (b) a particular need to look after a family member or another person for whom the learner has **caring** responsibilities. However, the school will not regularly be authorising absences for a learner for this reason.
- (c) a **religious holiday**
- (d) a **visit to a University** either to attend an open day or for interview, or a **career related interview**
- (e) an **appointment with Connexions** Advisor (although these should normally be scheduled to avoid disruption to studies)
- (f) a **work experience** placement which is an integral part of a learning programme, and for which the learner does not receive a wage
- (g) participating in a significant **extra-curricular activity**, such as drama, music, sport or volunteering. Authorised absence should only be granted where the activity reflects a significant level of personal achievement (for example, taking part in a regional or national event), or for some other one-off event.
- (h) attendance at a **probation meeting**
- (i) attendance at a **funeral**
- (j) severe **transport disruption** (for example, where a learner commutes by rail and a rail strike means there is no practical way of getting to the school)
- (k) a **driving test**
- (l) a **representatives' meeting**, for example, Governors' meeting, NUS official business.
- (m) Territorial Army or **cadet events**
- (n) **study visits abroad** that are an integral part of the learner's learning programme e.g. French Exchange.
- (o). **study leave** in the run up to exams.

The following reasons for absence would NOT generally be acceptable:

- (a) **holidays** (more than 10 days)
- (b) **part or full-time work** which is not part of the learner's programme of study
- (c) **leisure** activities
- (d) **birthdays** or similar celebrations
- (e) **babysitting** younger siblings
- (f) **shopping**
- (g) **driving lessons**

This list is not intended to be exhaustive.

Absences that cannot be foreseen in advance

Where an absence genuinely could not be foreseen in advance eg sickness, the learner should nevertheless make arrangements to tell their tutor as soon as possible on the day in question that they will be missing classes.

Netherhall Road, Maryport, Cumbria, CA15 6NT

Tel: 01900 813434 Ext. 0 (Main Reception) | Email: office@netherhall.cumbria.sch.uk

Head Teacher: Mr. David Tromans BA(Hons), PGCE, NPQH, MEd

www.netherhall.cumbria.sch.uk | www.facebook.com/NetherhallSch