



## ST IVO SCHOOL

### 16-19 Bursary Fund Agreement (Attendance & Behaviour)

NAME OF STUDENT: .....

TUTOR GROUP: .....

SUBJECT TITLES: 1 .....

AND TYPE 2 .....

e.g. AS/A2 3 .....

4 .....

- I understand that St Ivo School will monitor my attendance at all lessons, registrations, assemblies, PSHE, etc and that the half-termly payment is dependent upon 100% attendance at these (which includes authorised absence – there must be no *unauthorised* absences).
- I understand that I must abide by the standards of behaviour agreed at the start of my learning programme. My learning progress will be assessed on the basis of satisfactory completion of relevant coursework and/or assignments, on time and to the best of my ability and my attendance at examinations.
- I understand that I must abide by the rules of the bursary scheme.

In signing this form you are agreeing to comply with the rules of the bursary scheme overleaf.

Signed: ..... [Student]

Signed: ..... [Head of Sixth Form]

Date: .....

Copies: Student, Head of Sixth Form

Your eligibility for bursary payments will be based upon your attendance and behaviour in school. You are required to attend all of your registrations, lessons and other compulsory subjects each week *and* to demonstrate good behaviour in lessons/good effort in your studies. 'Lessons' include registration, guided learning during tutor period, PSHE, community service and working with teaching assistants. Electronic registration is taken at each lesson and will be used to help determine bursary payments. There should be no unexplained absences (N, O or U's). If you are absent for any legitimate reason this must be authorised, payments will not be made if there is a history of unauthorised absences. Full attendance and punctuality are expected and will be monitored. Students who are habitually late for registration or lessons will not be eligible for bursary payments.

### **Sickness**

If you are unwell and cannot attend school, you must ring the **Attendance Line on 01480 375400 (option 2)**. If you continue to be off, you must ring the attendance line on each subsequent day unless you have already told the Attendance Officer when you expect to return to school. **If you do not contact the school your bursary payment may be affected.** A note explaining your absence should be given to your form tutor on the *first* day of your return to school.

### **Planned Absence**

If you are aware of a forthcoming absence, **you must notify the school no less than two days in advance** of any foreseen absences using an **HSEP absence form** (available from outside the Sixth Form Admin Office in the Keep).

### **Behaviour**

When attending your lessons you must behave in class and obey the teacher's instructions. Your eligibility for a bursary payment will be affected if you are asked to leave the class by the teacher for any behaviour, which is deemed to be unacceptable, as it is your behaviour which has led to you not fully attending a lesson. Part of the criteria for receiving your bursary payment is that you should have demonstrated good behaviour and attitude to your subject lessons. The merit system on e-Reg will be used to determine if a payment should not be made.