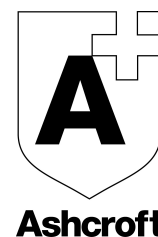


Sixth Form Bursary Contract 2015-16



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

Ashcroft Technology Academy (ATA) 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 Academy 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 Management 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 Academy of a planned absence as soon as it is known. You must also inform the Academy 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 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.

Conduct

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

Academy resources

Deductions to a student's Bursary payment may be made to cover the cost of any damage and/or non-return of Academy resources. The £50 learning resource deposit will be deducted from the first instalment of a student's Bursary payment if the whole amount or any portion of the £50 deposit is still outstanding. Any such amount deducted would subsequently be paid to eligible students upon the return of all learning resources at the end of their course.

Payments

Less any deductions subject to the criteria set out in the Sixth Form Bursary Contract 2015-16, seven bursary payments (which as a guide totalled £800 for the year in 2014-15) will be made during terms 1, 2, 3 and 4 and on completion of examinations in term 5. The sum available per year can vary depending upon budgetary provision and numbers eligible to receive support and will be notified for 2015-16 as soon as it is possible to do so. the outcome of payment decisions will be communicated by the Sixth Form Management Team approximately a week prior to payment. A list of payment dates for the 2015/16 academic year will be located on the Bursary notice board.

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

Payment of bursaries

Payment will be made by BACS directly into students' own bank accounts.

Equalities Legislation

ATA's Bursary Fund policy is subject to equalities legislation including public sector equality duty on section 149(1) of the Equality Act 2010.

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 Study & Guidance Co-ordination Team at the Academy.

Student declaration:

- I have read and understood ATA’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 Academy withholding one or more Bursary payments.

Student name.....

Account No.								
Sort Code								

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

Parental expectations and declaration:

- I have read and understood ATA’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 Academy withholding a portion of one or more of my son/daughter’s Bursary payments.

Parent/guardian name.....

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