



16-19 Bursary - conditions

The main aim of the 16-19 Bursary Fund is to financially support students in their further education studies. We, as sixth form staff, have a duty to ensure that students are complying with the following criteria:-

- 1) Students are attending registration and lessons, including timetabled private study.
- 2) Students are applying themselves to their studies particularly in regard to effort.
- 3) Students are meeting the deadlines set by individual subject staff.
- 4) Students are conducting themselves in accordance to the expectations of the Sixth Form.

You should:-

- Attend registration every morning. School starts at 8:30am and you are expected to be in registration at that time.
- Attend all your timetabled lessons and ensure that you are meeting targets and deadlines set by subject staff.
- All students will have independent study. You should attend your timetabled independent study as you would your lessons.
- Not arrange driving lessons during the school day.
- Attend **Futures sessions** unless you have a timetabled lesson.
- Attend weekly Enrichment sessions
- When leaving or returning to the site sign in and out at all times.
- If you are ill or have an appointment we must receive a phone call, text or e-mail to advise us of your absence. Please contact the 6th Form direct line on 01684 851807 or e-mail sixthform@ta.clf.uk between 8.00 a.m. and 9.30 a.m.
- Pre-arranged absence (e.g. appointments, driving test, university visits, interviews) should be cleared with your Head of Year beforehand via an absence request form.
- Do not take holidays during term time. This is classed as unauthorised absence.
- Meet all deadlines and ensure work is of your best effort.
- Adhere to the conduct and dress code expectations of the Sixth Form.

Failing to do any of the above could result in a request for Bursary funding being declined.

Successful applicants will be asked to sign a copy of this agreement. Signing this agreement signals your understanding of these terms and conditions. **The responsibility is yours.**

Please see your Head of Year or Director of Sixth Form, if you are unsure or need clarification of any of the above.

Student Name: _____

Date: _____

Signed: _____