Protocol for the Authorisation of Bursary Payments.

To be issued to students once eligibility for bursary payment is established.

Attendance Requirements

- For a bursary payment to be made full attendance at each registration must be recorded in the school register unless an absence has been authorised/agreed in advance. Full attendance at all timetabled lessons is also a requirement for a bursary payment to be made unless an absence from a lesson has been authorised.

- If the student has made a prior arrangement for foreseen absence this should be indicated in the register.

- Retrospective authorisation should not be given for those absences that could be foreseen in advance. It is the responsibility of the student to alert the tutor to these absences prior to the absence.

- Absence due to illness should be indicated when notification of this is received. This will normally be on the first day of absence.

- Blank absence symbols in the register will be assumed to indicate absence unauthorised by the tutor.

- Mrs Thickitt will not submit payment authorisations for any student entitled to receive a bursary payment for whom there are blank absence symbols in any bursary payment period.

- Students will be notified that a bursary payment has not been authorised due to absence on a certain day or days.

- If a student wishes to appeal against this decision, they may appeal to Mr Cann who will make the final decision as to whether payment should be subsequently authorised.

Application and Attainment

To determine the level of application and attainment the following information will be used from Progress reports for each student.

The number of unsatisfactory indications will be collated
The number of inconsistent indications will be collated.

Where a student has received a total of two, or more than two unsatisfactory indications or four inconsistent indications payment of the bursary will not be authorised.

Inconsistent indications are deemed to be 0.5 of an unsatisfactory indication.
Where the total number of inconsistent and unsatisfactory indications exceeds two, payment of the bursary will not be authorised.

In addition, where a student has failed to meet the examination requirements of a subject or subjects by:

- Not attending an examination.
- Not completing a piece of required coursework or practical work
- Dropping a subject and not having arranged an alternative subject/level or not having full approval from the school to drop a subject

Payment of the bursary will not be authorised.

A G Cann
September 2025