

Discretionary and Vulnerable Bursary

Terms and Conditions

Introduction

The following Contract represents the conditions under which Esher Sixth Form College will recommend that you receive your weekly Bursary Fund payment. We ask students and parents/carers to read these terms and conditions carefully and if you have any questions please email or telephone the Bursary Officer (bursary@esher.ac.uk).

Conditions under which the College will recommend that you receive a Bursary Fund payment

The first condition for receiving a Bursary Fund payment is that you will abide by the Esher Sixth Form College Student Contract and the Esher College Code of Conduct for students. You will have signed this on your first meeting with your tutor. You will have signed to declare that:

1. I will be responsible and considerate in and out of lessons and show respect to all members of the College community, including local residents, in order to promote an inclusive, friendly and safe environment that enables effective learning to take place.
2. I will meet all work and administrative deadlines set by teachers and submit work to the best of my ability.
3. I will attend all lessons punctually and complete all other College activities, except when illness prevents me from doing so.
4. I will not be in possession of, distribute or be under the influence of a substance (illegal drugs, legal highs or alcohol) or be in possession of substance associated paraphernalia while on the College campus, or within the surrounding community, during the College working day or while engaged in College related activity, and understand, that any such offence would constitute a gross misconduct intervention.
5. I will have my ID Card on my person at all times while engaged in College activity and produce my ID card if required to do so by a member of staff.

If you break any of these terms the College reserves the right to refuse to pay your Bursary Fund

Attendance conditions to receive a Bursary Fund payment

The weekly payments you receive relate to your travel costs, and if you have unauthorised absences your bursary payments will be amended to reflect this (for example if you miss 20% of lessons in a given week, you will only receive 80% of your bursary payment).

Authorised absence

If you have an acceptable reason for missing lessons (authorised absence due to illness, for example) and have purchased a full week's travel prior to your absence, you may request an appeal from the Bursary Officer along with evidence of your travel expenditure for that week. This appeal will not be considered if submitted later than the week following the absence.

In order to ensure accurate payments, parents/carers should contact the Bursary Officer via email or telephone on the first day of absence and each subsequent day of absence. In exceptional circumstances absence can be authorised during the week following the absence, but it will never be authorised later than this. This condition is not negotiable.

The College reserves the right at any time to refuse to authorise an absence if it is felt that your level of absence is beyond what is acceptable for your education to continue unaffected, even if there is parental authorisation of your absences. If this is the case you will be warned in writing by the Assistant Principal - Student Services and Communications that the College will in future not pay you unless your attendance improves, even if you have written authorisation.

Normally, the only acceptable reason for authorising absence is illness. Doctor or hospital appointments are also acceptable. Dental appointments are not, unless it was for emergency dental work (where a telephone call on the day will be accepted) or long-term dental problems. Dental appointments should therefore be made outside lesson time. You will also not receive authorisation and therefore not be paid for holidays or driving lessons. The only exception to this is a practical (not theory) driving test.

As a guideline, in addition to the reasons specifically mentioned above, the following reasons for absence will also be accepted as authorised but only by application via email to the Bursary Officer and approved by the Assistant Principal - Student Services and Communications.

- Observation of a religious holiday
- Compassionate leave/funeral of close relative or friend
- Court attendance and related issues
- Work Experience or University Open Days

Missing a lesson to do coursework, homework etc. for another subject is not acceptable and will not under any circumstances be authorised.

Conditions relating to any other failure to meet the terms of the Student Contract and Code of Conduct.

If you break any of the terms of the Student Contract not related to attendance or work completion: e.g. you treat another member of the College with severe disrespect, you bring illegal items onto the premises etc. the College reserves the right to refuse to recommend you for a Bursary Fund payment. Any decision of this nature would be a serious disciplinary matter and each case would be dealt with individually by the Assistant Principal - Student Services and Communications.

Change of circumstances

If your circumstances change at any point during the academic year, you must inform the Bursary Officer immediately. This applies to change of financial circumstances, change of address and changes to the way you are travelling to College.