



## Glyn Bursary Fund Policy Agreement for Academic Year 2020-2021

Glyn School Bursary Fund will be paid into the students account on a weekly basis. Where an absence could not be foreseen, you should inform Glyn School by 8.40 a.m. on the day in question. Where you fail to do this, the absence will be treated as unauthorised and therefore no bursary payment will be paid for that week.

### As part of the Agreement Glyn School will:

- Monitor your attendance.
- Inform your parents or carers in writing if your weekly payment is withheld.
- Respond promptly to any queries that you may have regarding your Bursary Fund.

### Bursary Fund payment will be withheld if:

- You are absent from a lesson without authorised permission
- If you receive two or more late marks within a week
- If you have two or more days illness or unauthorised absence in a week
- You fail to get permission from your Head of Year/Head of Sixth Form in advance if you need to take time off
- If you fail to attend a public examination that you have been entered for
- If you are excluded from school due to inappropriate behaviour

### Authorised Absence:

Occasionally you may need to be absent from school. If the school agrees in advance to the absence your Bursary Fund will be paid.

The following list gives occasions when permission may be granted:

- Hospital appointment.
- Driving test.
- Attendance at a close family funeral.
- Religious holiday at the discretion of the school.
- Visit to university either to attend an open day or for an interview (limit of three visits during school time), or a career related interview.
- Participating in a significant extracurricular activity (e.g. taking part in a regional or national event such as sport, music or drama).
- Attendance at a probation meeting or court hearing.
- Severe weather (exceptional circumstances).

The following list gives examples of absences that will not be authorised:

- Holiday.
- Part or full time work which is not part of your programme of study.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting younger siblings or looking after other family members.
- Driving Lesson



Bursary Fund Policy Agreement 2020 - 2021

Student .....

Form .....

I have read and understand that the school will arrange for my Glyn School Bursary to be paid weekly in accordance with the terms and conditions laid out on page 1 of this Agreement.

Signature of Student ..... Date.....

Head of Sixth Form

Signature ..... Date.....

(Bursary Fund Provider)