



Post-16 Bursary Agreement

2026/27

Terms and Conditions for students who receive the 16-19 Bursary.

As a recipient of the 16-19 Bursary, you are entitled to the financial support outlined in your Notification of Entitlement letter sent by Driffield School Finance Manager. In order to be awarded this support, you must undertake to adhere to the conditions set out in this document.

Your entitlement to support is for term-time only within the dates specified for your course. Support for Y12/13 students will cease after your last summer exam which may be before the end of the academic year.

Support decisions are subject to the following criteria:

- Attendance

Attendance of all timetabled lessons, cover lessons, registration, assembly and exams is expected. This will be checked weekly together with absence notification forms and a decision will be made by Miss Bateman and then authorisation forwarded to the School Finance office.

Students **must** inform the Sixth Form Office if they are ill and unable to attend by telephoning between 8am and 10am **on the first day of absence and any subsequent day**. The number to phone is 01377 232365 or 07855 224487. An e-mail message is also appropriate, when sent between these times. The address to send a message to is: julie.bateman@driffieldschool.org.uk

It is the student's responsibility to ensure their attendance is up to date by checking the attendance registers directly with Miss Bateman. It is important that any absence(s)/missing mark(s) are notified immediately. Failure to do this will delay or stop support authorisation. You will not receive support if you have any un-authorised absence during a week. Please ensure the procedure for absence is followed.

- Partial weeks

Students will receive support for weeks that contain training days, public holidays etc., providing they have fulfilled their attendance requirements for the remainder of the week.

- Illness

The bursary is given on condition of **100% attendance** and therefore you **will not** be eligible for support if you are absent for the whole week.

- Long term illness

If students decide that they are unable to complete the course through illness, support would cease from the date of withdrawal.

- Overpayment

If support has been made to which you are not entitled Mrs Bateman will inform the Finance office who will take action to recover the payment. You will be informed of any recovery action that needs to take place.

- Queries and Appeals

Students with queries about support decisions or wishing to appeal against decisions should contact Mrs Bateman.

- Fraud

In cases of fraud, such as forging a signature and if a fraudulent claim is proved, then Bursary support will be terminated by the School and the Finance office will be informed.

- Attitude to Learning

Students' A2L will also be taken into account when authorising support (any student placed on stage 3 or above on the Referral Route will not receive support for that week, nor subsequent weeks if no improvement is made) and the Finance office will be notified.

Students taking holidays during term time will **NOT** receive 16-19 Bursary support.

Authorised absence

Wherever possible, students should attempt to arrange non-school activities outside of their course timetable. Where this is not possible, the following is a list of reasons for absence which may be authorised.

- A hospital or orthodontic appointment
- A family bereavement and/or attendance at a funeral
- A religious observance
- A visit to a University, either to attend an Open Day or for an interview [Open Days preferably to be attended during weekends or holidays]
- A careers interview
- An appointment with a YFS personal advisor
- A work experience placement
- Moving house (1-day only)
- A job interview (course related)
- Driving test (**not a lesson**)
- Study leave and examination periods
- Severe disruption to the learner's mode of transport. (The learner must follow the same procedure for informing the School as outlined for illness.

For each of the above, evidence will be required, e.g., dental/hospital appointment card/letter along with an Absence Notification Form otherwise support will be withheld.

Unauthorised Absence

The list below is not exhaustive, examples of unauthorised absence would be:-

- Employment or preparation for employment (unless negotiated with the 6th Form Team)
- Driving lessons
- Hair/ beauty appointments
- Holidays*
- 15 minutes or more late for a lesson/registration

***Term-time holidays will not be authorised unless there are exceptional circumstances. If term-time holidays are unavoidable, students must inform Mrs Bateman. It is crucial that students speak to their subject teachers before they go, to ensure that no deadlines are approaching and that they complete the work they have missed.**

Any absence is considered unauthorised until the correct notification is received. If absences are not cleared, bursary support will be withheld.

The guidelines for the authorisation of 16-19 Bursary support are very exact, if you are unsure of the expectations and requirements please talk to Mrs Bateman at the beginning of term.

Once you have read through all the conditions listed above you are asked to sign this page and return it to Miss Bateman in the Sixth Form Office as soon as possible to avoid delay in financial support.

A copy will be returned to you for your records and a copy will be filed with your 16-19 Bursary records.

I fully agree to be bound by the terms and conditions listed in this document.

Name Form.....

Bursary Reference

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

Driffield School signature..... Date.....