

The Oldershaw School

16-19 Bursary Scheme Code of Conduct

Attendance:

There is a requirement for 100% attendance every week during term time. Less than full attendance at all sessions may mean that no 16-19 Bursary payment is made. However, there may be times when you cannot reasonably attend a session and, as a result, are marked as being absent on the register. Reasons for acceptable absences are listed below. Absences that may be accepted by the School are called 'authorised absences'.

For an authorised absence to be recorded on the register your parent/carer must communicate the reason for absence in writing to your Form Teacher. For example, if you have a doctor, dentist or hospital appointment, all letters should be provided by your parent/carer, or, we can take a copy of an appointment card. The School is not obliged to accept repeated absences as genuine. Please remember that all 16-19 Bursary payments are at the discretion of the School.

If you are going to be absent because of sickness, transport problems etc. the School should be telephoned on 0151 638 2800 and a message left. You should ensure that the School is telephoned on the first and every subsequent day of your absence. You should also bring a letter from your parent/carer explaining your absence when you return to school.

Alternatively, please notify Mr Routledge by email: routledge@oldershaw.wirral.sch.uk

Any personal holiday during term time will be counted as unauthorised and result in non-payment of the 16-19 bursary.

Authorised Absences

The following reasons will not normally stop payment of 16-19 Bursary:

- Sickness – if a letter from your parent/carer explaining the absence is supplied to the School
- Work experience, careers advice or university visits – these must be pre-planned, evidenced and agreed
- Medical emergencies
- Religious reasons
- Discretionary reasons agreed by Mr Routledge

Unauthorised Absences

The following are examples of reasons for absence that will not be accepted as authorised absences:

- Babysitting children
- Holidays
- Paid employment
- Leisure activities
- Birthdays or similar celebrations
- Shopping trips
- Driving lessons

Conduct:

You are required to be an outstanding ambassador for the Oldershaw School at all times. You are expected to be a positive example to younger pupils in the School at all times.

Unacceptable behaviour may lead to non-payment of a 16-19 Bursary. Examples of bad behaviour specifically includes:

- Engaging in continual, low level disruptive behaviour within a learning situation
- Using unacceptable language
- Not engaging fully in the learning process
- Lateness for classes or registration

Dress Code:

You must dress according to the Sixth Form Dress Code at all times.

I confirm that I have read and understood the above information about receiving my 16-19 Bursary payments and understand the reasons why my 16-19 Bursary may not be paid.

Name of student

Student signature Date

Parent/Carer Signature Date ...

