

16 - 19 Bursary Award Guide (Terms & Conditions)

16 - 19 Bursary Conditions

Bursary payments will be made to your bank account as agreed by The Oakes College Cambridge schedule and will be dependent on the following:

1. Standards of Work
2. Attendance
3. Behaviour

The Bursary Scheme is monitored by the college tutors and Deputy Heads of college.

1. STANDARDS OF WORK

- Students are expected to complete work that has been set to at least a satisfactory standard
- Students will complete work by deadlines set
- Students will demonstrate a general level of organisation in their approach to study
- Regular progress checks and reviews will be used to identify any 'cause for concern'

2. ATTENDANCE

- Only 100% attendance or authorised absence is sufficient to be awarded the 16 - 19 Bursary
- Attendance, including authorised absences, must not drop below 85%. If attendance drops below 85% this will be investigated in line with the college's procedures. Discretion regarding attendance will be given for students with medical issues.
- Attendance will be recorded through the college monitoring system.
- Self-certification for sickness will be accepted at the college's discretion, but patterns of absence will be monitored. Medical certificates will be required for periods of absence of 7 days or more, except in the case of disability.
- A letter, email or telephone call can be accepted subject to the reason for the authorised absence
- No payment will be granted if the student has any unauthorised absence. It is the student's responsibility to ensure that they inform the Attendance Officer if they are absent and the reason why.
- If absences are authorised this will not affect the 16 - 19 Bursary payment.
- Payments will cease for students who have been absent for a period of 4 continuous weeks or more (excluding holidays, or if there is evidence of an intention from the student to return), or fails to meet any of the criteria outlined above
- Payment will be judged on attendance for each half-term retrospectively. Each half-term attendance will be assessed as a separate entity.

There are three categories of absence:

1. Absence authorised in advance
2. Unexpected absence
3. Unauthorised absence

Below are examples of different absences. They are only used for indicative purposes and it will be at the Head of College’s discretion as to how absences are coded.

| Category 1 | Category 2 | Category 3 |
|---|---|--|
| Absence Authorised in Advance | Unexpected absence | Unauthorised Absence |
| A medical appointment that cannot be arranged outside of school/college hours e.g. specialist appointments | Personal Sickness or injury | Driving lessons |
| A particular need to look after a family member for whom the student has caring responsibilities | An emergency situation involving a family member or another person for whom the student has caring responsibilities | Shopping |
| A religious holiday (maximum three days per year) | Severe disruption to the mode of transport | Formal exclusion |
| A visit to a University either to attend an Open Day or for an interview. | Other emergency situation | Holidays taken in term time |
| A career related interview (full time only). | | Hair appointments |
| Work experience that is an integral part of the studies. | | Concerts |
| Participating in a significant extra-curricular activity such as drama, music, sport or volunteering, whether in or out of college. | | Paid Work |
| Other acceptable reasons eg. funeral, driving test. | | Or any other which could be reasonably avoided |
| Exceptional circumstances as approved by the Head of College, discussed in advance of the absence. | | |

Documentary evidence will be required in all the above circumstances (Category 1 or 2) eg. appointment cards. If no appointment card is available, students must have a parent/carer note.

This list is not exhaustive and the college will assess reasons and any patterns in absences. Students will be recorded as present for time where they are directed to work at home, dependent on full attendance at examinations or scheduled events.

Absence - a reminder of what you must do:

- If you are ill or unable to attend college, you **MUST** telephone (01223 242931 Ext. 335) or email (attendance@oakescc.org), the college Attendance Officer, by 10.00am that day. You must report in every day that you are absent.
- If you are ill during the day then you must report to the college Attendance Officer to register this
- If you have a planned absence, then you must complete an Authorised Absence form and hand it to the college Attendance Officer at least two days before the planned absence is due to take place
- All forms are available in the racks outside the Common Room

3. BEHAVIOUR AND LATENESS:

- Behaviour in lessons - If a student behaves inappropriately, tutors and subject teachers will pass on information to the Head of College . If a student behaves inappropriately, the Bursary payment may be withheld.
- Late for lessons - Tutors will track the number of 'Lates' recorded on the weekly attendance readouts. If a student is persistently late to lessons the Bursary payment may be withheld.
- Regular progress checks and reviews will be used to identify any 'cause for concern'

All queries concerning any aspect of the 16 - 19 Bursary must be discussed with the Head of College at the earliest opportunity.

FALSE CLAIMS:

Any false claims or information will be treated as fraud and dealt with accordingly.

Non- Payments:

- Where the Head of College has evidence that a student has not met the standards required to receive the 16 - 19 Bursary payment, the student will be informed of the non-payment prior to the expected payment date
- Students can discuss non-payment with the Head of College by setting up an appointment
- Institutions can claim back monies from students if the funding has not been spent against the agreed qualifying reasons

Appeals Procedure:

Students have the right to appeal against any decision made. Appeals should be made in writing (using the Appeals pro-forma), within 2 weeks of the date of the decision being issued. The pro-forma should be posted or emailed to:

For the Attention of: Head of College
The Oakes College Cambridge
Queen Edith's Way
Cambridge
CB1 8NN

Email: office@oakescc.org

The college's decision will be final. The appeals procedure can be found on the college website and a paper copy can be requested from the college office.