

# Trinity School

## 16-19 Bursary Fund Attendance and Conduct Policy 2017-18

### 1. Our Expectations

100% attendance is expected from all students. Students must attend all timetabled registrations, assemblies and lessons. However, we do recognise that this is not always possible and students may have genuine, authorised reasons for absence.

### 2. Authorised Absence

Students who know in advance that they are going to be absent from school for any reason **must** complete and return a Leave of Absence form **before** the absence. Forms are available from outside the Sixth Form Office and on the school website.

Genuine, authorised reasons for absence include:

- Medical appointments that cannot be arranged outside school hours
- One off caring responsibility for a close family member
- Religious holiday
- University open day or interview or career related interview
- Appointment with an Inspira Advisor that cannot be arranged outside school hours
- Unpaid work experience placement
- Significant extracurricular activity – for example, drama, music, sport, volunteering
- Attendance at a probation meeting
- Attendance at a funeral of a close family member
- A meeting where a student is representing the school – for example a governors' meeting
- National Union of Students' official business
- Territorial Army/Cadet Forces/Reserve Force events
- Study visits abroad that are an integral part of the learning programme and that do not exceed four weeks

### 3. Unauthorised Absence

Any unauthorised absence will result in Bursary payments being withheld. Any absence will be considered to be unauthorised unless there is a valid reason otherwise (see 'Authorised Absence' notes). Students will be informed by letter of withheld decisions. These letters contain guidance on the procedure to follow if students wish to appeal about the decision made.

Payments will be withheld in the following circumstances:

- Lateness to 2 or more lessons or registration in a week
- Unauthorised absence from lessons or registration
- Unauthorised absence from assembly
- Absence due to holiday
- Persistent lateness to lessons

#### **4. Sickness**

In general, isolated periods of genuine sickness need not prevent Bursary payments being made, as long as students follow the guidelines detailed in the 'Requirements for Success' document when notifying school of absence due to sickness.

When a student has had six or more separate **occasions** (not days) of sickness absence, Bursary payments will not be paid for each week after this when a student is absent due to sickness.

Where a student has long periods of absence due to sickness, decisions regarding payments will be made on an individual basis.

#### **5. Behaviour and Effort**

Students are expected to follow the guidelines detailed in the 'Requirements for Success' document in relation to behaviour, effort and approach to learning. Failure to follow these guidelines may result in Bursary payments being withheld.

#### **6. Attendance Monitoring**

Attendance data will be collected through daily registration procedures and will be monitored by Student Managers and other members of the pastoral team in Sixth Form.

#### **7. Miscellaneous**

- Please note that where lessons take place away from school, arrangements will be made by us to confirm attendance.
- Students may undertake part time work but we strongly recommend no more than 8-10 hours per week, to enable enough time for successful academic study to take place.