

## Oaklands Catholic School and Sixth Form College

Stakes Hill Road,  
Waterlooville,  
Hampshire,  
PO7 7BW



### NOTICE OF ENTITLEMENT FOR 16-19 BURSARY FUND SEPTEMBER 2019-2020

**NAME:** .....

**TUTOR:** .....

Your Bursary is paid on condition that you achieve full attendance. The following information explains what is expected from you.

#### **You are expected to:**

- Attend 100% of lessons as detailed on your time and ensure you are punctual
- Notify us in advance of any planned absences that you need to take and follow the absence procedure
- Make satisfactory progress against your ALPs grade and attend any planned examinations

#### **Requesting permission for an absence:**

You may need to apply for permission to be absent and this should be agreed with Mrs Ludlam in advance.

#### **Examples of Authorised Absence:**

- Dental or Medical appointments which cannot be arranged outside school hours
- Attendance at a funeral of a relative or close friend
- An official religious holiday, pertinent to your faith
- Attendance at a university open day or a careers related appointment
- A theory/driving test
- Participation in an activity which reflects a significant personal achievement

#### **Other absence (unauthorised absence)**

##### **Sickness**

Payment of Bursary Fund is dependent on attendance. Repetitive absence due to illness, even if covered by a medical certificate, will be classed as unauthorised.

#### **Examples of Unauthorised Absences:**

- Holidays during term time
- Non-emergency medical or dental appointments
- Part or full time work which conflicts with your programme of study
- Leisure activities, birthdays or similar celebrations
- Driving lessons
- Any absence from lessons not covered by notifying the school.

Student Signature: .....

Parent Name: .....

Signature: .....

***Please sign and return to Sixth Form Reception***