



## Policies & Forms 2024-2025

In this pack there are numerous policies and forms that need to be read, completed and returned to the academy. It is important that you read these policies to make yourself aware of the high expectations we have within the 6th Form. It also explains the procedures if any of these expectations are not met.

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**All consent to meet the expectations set out in each of the policies will be provided by both parents and students online using the link or QR code below.**

<https://tinyurl.com/6thformconsent>



## Ormiston Bolingbroke Academy – 6th Form Policies Overview

### Attendance and punctuality

- Students are required on site Monday, Wednesday – Friday no later than 8:55am ready for first lesson at 9:00am.
- Students are required on site Tuesday 8:30am for their weekly assembly.
- Students will be allowed access to off-site privileges at lunch time, based on positive attendance, progress & behaviour. This includes leaving the site early if students do not have a lesson 5 class to attend.
- Personal Development lessons will run on one lesson per week with the 6<sup>th</sup> Form Team. Students are required to attend this weekly lesson on top of their chosen subjects.
- If students are going to be absent or late, contact must be made by 8:30am on the morning of absence to notify attendance. **Contact:** 07784324000 or 01928711643 (Option2).
- If students have a pre-arranged appointment, this should be sent through to attendance & 6<sup>th</sup> Form Team in advance of the absence. **Send to:** [attendance@ob-ac.co.uk](mailto:attendance@ob-ac.co.uk).
- Poor attendance will result in parental contact/meeting and targets being set to support. Any prolonged absence that is unauthorised will result in time being made and off-site privileges removed.
- Random unauthorised lessons will result in 6th Form weekly Correction after school.
- Students should be available as a minimum until 3pm each weekday. However, may be required for weekly corrections up to 4.00pm.
- Students must follow the off-site privileges expectations to gain access to these privileges.
- If students are late to 6th Form or individual lessons. Off-site privileges will be removed for a set period.
- Students who have excellent attendance and punctuality will be rewarded accordingly.
- If attendance falls below 80%, students will be required to pay for their examination fees.
- If students fail to attend external examinations, they will be required to pay for their examination fees.

### Standards

- Students must follow the 6th Form Dress Code. Failure to do so will result in students being sent home to change. This also includes removing outer coats whilst in lessons.
- Lanyards & ID badges must always be worn in the academy.
- If students fail to meet the high expectations of attitude to learning, behaviour and demeanour within the 6th Form they will be sanctioned according to the behaviour policy, including 6th Form weekly Correction.
- Students are expected to try their best in their chosen subjects through, following lesson expectations set out by staff, completing all work provided including homework, assessments, and disciplinary/wider reading.
- Students are required to work independently during study periods and in their own time. As a guide students should be completing an extra 15-20 hours' worth of study during this time.
- Students are supported to have part time jobs whilst at 6th Form. However, no work shifts should be taken during the school day, and we advise a max of 10 hours per week.
- Mobile devices including phones and headphones should be used only in the 6<sup>th</sup> form area. Staff will confiscate and pass to 6th Form Student Support if they are misused around the academy.
- Positive behaviour and attitudes to learning will be rewarded accordingly.

### **Rationale**

This attendance policy has been created to clarify expectations of students in post 16 education at Ormiston Bolingbroke Academy 6th Form.

High levels of attendance and excellent punctuality are both characteristics of students who achieve above or in-line with their potential. Research shows poor attendance and punctuality has a serious detrimental effect on outcomes. Attendance falling below 95% has been shown to result in an average reduction of one grade at A level/Level 3 per subject and this increases to two grades when attendance falls below 90%.

One of our strategic objectives is to reduce to zero the number of students whose attendance drops below 90%.

### **Expectations**

- It is an expectation that all post 16 students maintain a cumulative rate of attendance at 96% or above.
- Students are expected to attend all lessons fully during the school day from 8.55am to 3.00pm **including personal development sessions**.
- Students are expected to weekly assembly on Tuesday at 8:30am and any meetings deemed necessary by the 6th Form Team, Subject Teacher or Curriculum Leader.
- Students are expected to use their 3 directed study periods to work in the Study Room.
- Students are expected to attend their fortnightly assessment lesson in the Study Room, where they will be assessed for each of their subjects.
- Students are expected to use their independent study periods to work independently in the breakout spaces available.

### **Responsibilities**

- Subject teachers are required to complete an electronic register for each lesson through Edulink.
- Subject teachers are also responsible for alerting the 6th Form Team if they see problematic patterns of attendance emerging within their subject area.
- The 6th Form Team are responsible for monitoring attendance patterns within the 6th Form and putting actions into place to encourage better attendance.
- The 6th Form operates computerised registration using Edulink which enables lesson registers to be stored and analysed and sophisticated reports at individual, student, group, year or 6th Form level to be quickly generated. The 6th Form Attendance Officer is then able to use this information to follow up on lateness and unexplained absence with parents and carers and alert the 6th Form team of issues arising for further action.
- **Parents / Carers have a joint responsibility** to ensure that their child attends the 6th Form as required and on time.
- Students themselves must ultimately accept a high degree of responsibility for their punctuality and attendance. Students must arrive punctual to all sessions where their attendance is required.
- Where the teacher is absent the student must follow the correct procedures set out for staff absence.

## **Procedures**

### **Student Absence:**

- Students or their parent/carer should inform the 6th Form by phone on the first day of absence, by 8.30am. On return to the 6th Form, an absence letter/email should be provided to account for all the days of absence. 6th Form Attendance Officer contact numbers.
- If an absence is planned for a known reason in advance (see below) then the student or parent/carer should inform 6th Form Attendance beforehand, in writing using the absence request form.

### **Staff Absence:**

- When a member of staff is absent, and no cover is provided the work set for that lesson is left with Mrs Collier our 6th Form Student Support or given directly to the students in advance.
- In either of the above cases students must register at the lesson time with Mrs Collier our 6th Form Student Support before completing set work in the Study Room and sending/returning to staff.

### **Leave of Absence (Holidays) and Other Absence.**

- By law, students should not take any leave of absence (holidays) during term time and these will not be authorised.
- Students can take days absence to attend Open Days at Universities but are encouraged to visit at weekends wherever possible. The 6th Form Attendance should be informed in advance of these absences.
- Students may be absent for unavoidable appointments such as specialist medical appointments, job interviews (not part time jobs) and driving tests and should inform the 6th Form Attendance in advance. 6th Form Attendance Officer [attendance@ob-ac.co.uk](mailto:attendance@ob-ac.co.uk).
- Students should not make routine doctors, dental or other appointments during the school day. This includes driving lessons\*.
- **Under no circumstances should students undertake paid part time work during the school day** and are advised to limit part time work to 10 hours per week if it is not to impact on study. Students should be available as a minimum until 3.00pm each weekday. However, may be required until 4.00pm for 6<sup>th</sup> Form Corrections.
- Students may undertake work experience or work placements or complete voluntary activity in support of University or work applications within the school day during study periods or independent study time with the agreement of the 6th Form Team.

### **Protocols**

- If there has been no contact by 8:55am on the first day of absence parents/carers will receive a phone call from 6th Form advising them their son/daughter is absent.
- If students are marked absent for a lesson throughout the day, the 6th Form Attendance Officer will contact them directly as the first point of contact and if no contact is made will then contact parents/carers.
- Welfare calls will be made at the end of each day of absence by our 6th Form Student Support.
- Student's attendance percentage will determine their off-site privilege allowance.
- Absence for holidays will be marked as unauthorised in all circumstances unless approved by the Head of 6th Form or Principal.
- Absence for appropriate agreed reasons as outlined above will be coded accordingly and considered in calculating overall attendance.

### **Monitoring:**

The monitoring of student attendance patterns and of attendance procedures includes the following actions.

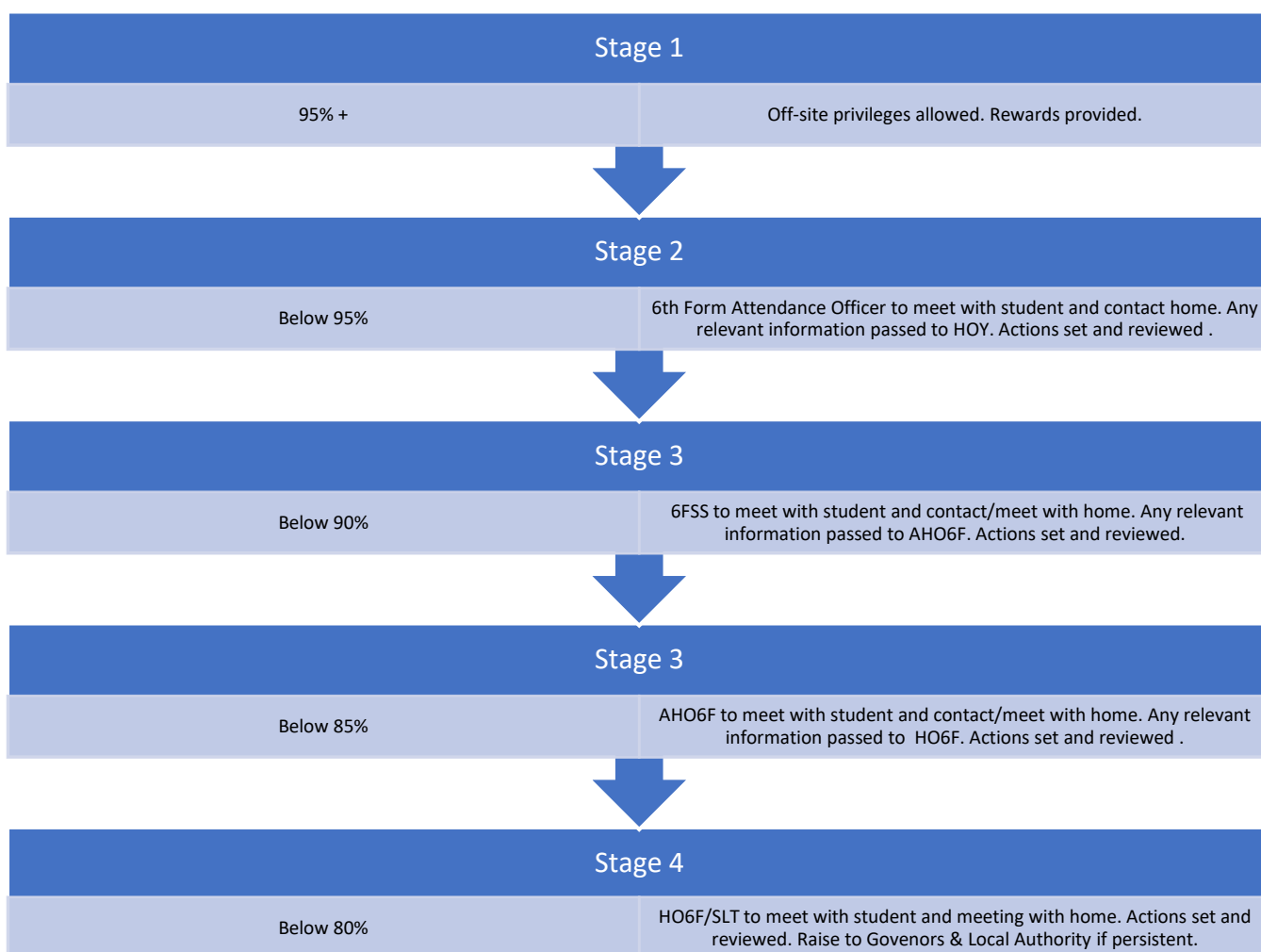
- Attendance figures are regularly downloaded from the school Edulink system for scrutiny and analysis of patterns and trends.
- Setting of an annual attendance target (and monitoring of figures for persistent absence) in discussion with the 6th Form Attendance.
- Analysis of annual attendance figures against annual targets and patterns in previous years.
- Review of this policy on a two-yearly cycle or more frequently if required by changing legislation or changing needs.

- Attendance and punctuality are monitored in the first instance by the 6th Form Attendance who will liaise with the 6th Form Leader in following up attendance and punctuality issues revealed through monitoring and support the follow up procedures outlined below.

## Consequence of Poor Punctuality and Attendance

### Punctuality

- Edulink registers are always taken at the beginning of each session and students arriving after this time will be recorded as late and have the minutes late recorded electronically.
- If punctuality is poor the student will have an initial verbal warning from their Tutor.
- If there is a regular pattern of continued poor punctuality a formal meeting will be called between the 6th Form Leadership, Subject Faculty staff, the student, and their parent/carer.
- If there is still no improvement a final written warning will be issued and the student may be asked to attend a meeting with the Head of 6th Form.
- In line with ESFA guidance, should attendance fall below 80%, students will be required to pay for their examination fees.
- If students fail to attend external examinations, they will be required to pay for their examination fees.



### Summary

It is intended that this policy makes clear the academy expectations of post 16 students at Ormiston Bolingbroke Academy and the consequences of poor attendance and punctuality. We (students, parents/carers and staff) want the same success for all our A level students to allow them to move on to the next stage in their lives on leaving Ormiston Bolingbroke Academy. It is not our intention to exclude students from the 6th Form without having explored all possible means for them to succeed. It is hoped that the implementation of a clear transparent policy will avoid the ultimate consequence having to be invoked. We will continue to work positively with the students and continue to enjoy the support of parents/carers in achieving the best outcomes for the students.

# OBA 6<sup>th</sup> FORM EXPECTATIONS



I understand that breaking the following rules will result in swift disciplinary action which may mean that I am asked to leave 6<sup>th</sup> Form:

- Do not bring alcohol or illegal substances into 6<sup>th</sup> Form or be under the influence of these while in 6<sup>th</sup> Form or taking part in external activities.
- Do not bring knives, or anything which could be used as an offensive weapon into 6<sup>th</sup> Form or on transport.
- Do not fight, be aggressive, bully, harass, threaten or intimidate others in any way. This includes the use of social networking sites, emails, texts and phone calls.

## 6th Form Home-Academy Agreement

**The academy reserves the right to withdraw students who fail internal or external examinations in both Year 12 and 13.**

**The academy reserves the right to withdraw any students from examinations with attendance lower than 95% or require payment from student/parents if they wish to be entered.**

**Failure to complete Home-Academy Agreement can lead to withdrawal of place.**

The academy will:

- provide outstanding teaching from well qualified teachers and tutors
- provide individualised consultation regarding university, apprenticeship or employment choices;
- provide support over any academic, social or personal issues;
- promote close involvement with the local, wider and international communities;
- communicate with parents through letters, newsletters, leaflets, and an annual school calendar;
- provide termly reports which will provide information on the progress of their child;
- provide a yearly Progress Evening which will allow opportunities for consultation with subject teachers;
- make direct contact if the academy has any serious or ongoing concerns to discuss;
- arrange opportunities for individual discussion in response to any concerns expressed by parents.

Parents will:

- ensure attendance is over 95% and notify of absence on the same day; following the 6th Form attendance policy
- understand that failure to pass internal exams will lead to withdrawal from course.
- support the academy's dress code policy;
- encourage students to complete homework and support good working habits;
- encourage and support the participation of students in enrichment activities;
- promote a high level of personal conduct at all times and, should it be necessary, support the implementation of any sanctions;
- attend consultation meetings and events for celebrating pupils' successes;
- encourage students to apply full effort at all times, acting as a role model to other students.

Students will:

- attend over 95% of lessons arriving on time; including following the Study Room Agreement
- Sign in & out on the academy InVentry system;
- attend and be punctual arriving on time at 8:55am Monday, Wednesday – Friday and 8:30am on Tuesday.
- understand that failure to pass mock exams will lead to withdrawal from course and thus looking for alternatives.
- hand in all homework tasks on time and in full;
- maintain high personal standards of behaviour and care in relation to others, their property and the property of the academy;
- only use mobile phones/devices including headphones/AirPods in the designated 6th Form areas and not on the corridors;
- return all school property in a good state of repair;
- wear clothing that adheres to the academy dress code
- Adhere to the academy 6th Form Expectations;
- contribute actively to the school and wider community;
- act as a role model for students, supporting the OBA way in and outside the academy.

## Behaviour Policy & Procedures -6th Form

### **Purpose**

- To generate a positive approach to the academy and maintenance of the 6th Form Expectations (Appendix 6th Form Expectations) and to foster an ethos which supports the development of the personal, social and learning skills of all learners.
- To encourage positive and cooperative behaviour and attitudes in all learners.
- To provide clear guidelines to staff, learners, parents, carers and employers on the disciplinary procedures to be adopted when the 6th Form Expectations are not adhered to.

### **Policy statement**

The 6th Form Student Behaviour Policy forms part of a group of related policies which set out:

- What the student can expect from the 6th Form and what we expect from both the students and parents (the Home Academy Agreement).
- What the 6th Form expects of its students with regards to behaviour and attitude (the 6th Form Expectations).
- What the 6th Form expects of its students with regards to attendance (Attendance Policy)
- What the 6th Form expects of its students with regards to dress code (6th Form Dress Code).
- The action to be taken in the event of a breach of the 6th Form Expectations, Dress Code and Attendance Policy.

### **Implementation of policy**

The implementation of this policy will need to consider:

- Current legislation.
- The role of parents/carers/employers.
- The age and other factors and circumstances relating to the learner.
- Our equality duties as a public body (for example considering disabilities or emotional/learning difficulties or social circumstances which may affect learners' behaviour and cultural differences that may impact on understanding and compliance).
- Each case must be considered on its own merits.

The 6th Form is committed to providing a fair and just hearing for all students. As part of the contracted arrangement made at the point of joining the 6th Form, students (and, where appropriate, parents, carers and employers) will be directed to the 6th Form Policies.

The behaviour of a student whilst studying at 6th Form forms part of their behaviour record and is held as such. The scope of the policy also includes inappropriate behaviour on transport, in the academy or whilst on external visits and activities. Information relating to disciplinary actions may be disclosed to parents, employers (prospective or existing), support agencies, where appropriate, or in the form of a reference where requested to appropriate organisations. In the case of more serious offences, the 6th Form will fully cooperate with the relevant authorities. The sharing of this information will always be in line with any UK data sharing protocols or laws.

### **Negative Behaviour**

As a matter of policy, other than for incidents of serious misconduct each student is entitled to go through each of the behaviour policy. There are no requirements to move through each stage and if required the student can enter the behaviour policy at any point depending on behaviour displayed.

There are normally four stages of the policy. Throughout the stages below students may be issued with a 6th Form Correction, whereby they will be required to remain after 6th Form hours with one of the 6th Form Team.

1. First Warning
2. Second Warning
3. Final Warning/Contract
4. Fixed Term Exclusion





### **STAGE 1 – First Warning**

- Issued to the student in a private meeting by Assistant Head of 6th Form- Head of Year
- Student will be made fully aware that this is the first stage of the process and that there is a time limit to improve their behaviour.
- Student will agree to the plan including AND targets will be reviewed.
- The warning is recorded on an intervention log for that student.
- Parents and carers will be informed.

### **STAGE 2 – Second Warning**

- If behaviour deteriorates further or has not improved based on targets within the time period set from the First Warning, a Second Warning will be issued.
- This warning will include a formal letter sent to parents/carers and student outlining the behaviour concerns and time frame at which the student needs to improve with appropriate targets.
- There will be a formal meeting with the student, 6th Form Student Support and Assistant Head of 6th Form - Head of Year.
- The warning is recorded on the intervention log for that student.
- This stage can have no more than two occurrences before progressing on to **Final Warning/Contract**.

### **STAGE 3 – Final Written Warning/Contract**

- If, following the issue of the written warning, and allowing a reasonable period for agreed actions to be carried out, a student fails to make the required improvements, then a contract will normally be given out by the Assistant Principal – Head of 6th Form, with the Assistant Head of 6th Form or 6th Form Student Support present. A contract can be issued **without** a prior verbal warning, or a written warning being given, where it is judged that the poor/unacceptable behaviour warrants it.
- This stage will include a formal letter sent to parents/carers and student outlining the behaviour concerns and time frame at which the student needs to improve with appropriate targets. This will also include a parental meeting date and time. This may also include a meeting with the Governing Body for the academy to address concerns.

### **STAGE 4 – Serious Misconduct**

- In an incident of serious misconduct, including such cases where the safety and wellbeing of others on the premises or on transport or an authorised 6th Form activity off site is deemed to be at risk, and where urgent and immediate action is required, the normal stages of the procedure are overridden, and the following procedure applies.
- If deemed necessary and if practicable the student must be removed immediately from the premises, vehicle or off-site venue and given verbal notice of Fixed Term Exclusion. Fixed Term Exclusion can be authorised only by an Assistant Principal – Head of 6th Form, Senior Vice Principal or Principal of the academy and assistance sought if necessary, from other staff, to remove the student from the premises. In all cases the staff member suspending the learner must notify the relevant staff within the 6th Form Team, the Senior Vice Principal, the Principal as well as notifying parents. This may also include a meeting with the Governing Body for the academy to address concerns.

### **Permanent Exclusion Decision**

- In the case of learners previously issued with a final written warning/contract where the required improvements have not been met, or in the case of serious misconduct, or FTE, a Permanent Exclusion Decision normally follows. This procedure will be led by the Assistant Principal – Head of 6th Form as well as either the Senior Vice Principal or The Principal and Governing Body.
- In the event of Permanent Exclusion, the student has the right to appeal in written form to the Assistant Principal – Head of 6th Form as well as either the Vice Principal or The Principal. The 6th Form will endeavour to support the students in moving on to another post 16 setting, employment or training where possible.

## 6th Form Dress Code

**Dress code:** 6th Form students will be regarded as role models for students lower down the school and their standards of dress are an important part of the culture of the 6th Form. A smart dress code encourages a sense of community and develops a sense of pride and self-respect. Students are asked to regard 6th Form dress requirements in a positive manner. The aim is to have a smart appearance that allows a degree of personal choice. However, your academy is a workplace and your appearance should reflect that.

**General Guidelines:** Students should not wear.

- Very low-slung jeans.
- T shirts with logos that may be considered offensive.
- Overly revealing tops.
- Any clothing which reveals underwear.
- Hats or hoods on at any time in the academy.
- Beach style flip-flops.

Allowed	Not allowed
T-shirt Polo T-shirt Shirts Blouse Tailored Top	Logos and images that may be considered offensive.  No tops which have 'Spaghetti' straps No tops which reveal stomachs or cleavage No backless tops No football tops
Trousers Jeans Chinos Shorts Leggings* Trousers Skirt Dresses Jeans	*Leggings should be of an appropriate thickness/material or must be worn with a long top/dress to mid-thigh length minimum  Skirt/Dresses/Shorts should be mid-thigh length minimum.
Shoes Trainers Canvas shoes Smart Boots	No flip-flops/slides Boots – knee high maximum height No Ugg style boots No stiletto heels
Jumpers Smart sweatshirts & hoodies with small logos	No hoods to be worn in the academy

- Jackets or Coats – **Outer jackets and coats may be worn but should be removed on entering any classroom.**
- Lanyards-**Student ID must be worn at all times in the lanyards provided.**
- Jewellery - most jewellery is considered acceptable; however, students may be required to remove items if an excessive amount of jewellery is worn. Jewellery must be removed as a subject requirement, for example: Sport, Dance etc.
- Tattoos should be covered where possible.

Because of the constant changes of fashion that take place, it has to remain the right of the Head of 6th Form and senior members of staff to determine that a particular item of dress is not appropriate for the academy. Students would be informed of any changes of dress code.

## **Considerations**

Students who study subjects that require them to wear specific clothing, will be allowed to wear this as acceptable dress code. However, clothing will be branded with the academy logo on. E.g.

- Sports students will be required to wear appropriate academy branded t-shirts for practical lessons.
- Hair & Beauty students will be required to wear tunics with black leggings/skirts & black shoes
- Dance students will be required to bring dance kit to each lesson ensuring they have appropriate clothing for wearing around the academy

**The 6th Form team reserve the right to send students home to change, if they deem that students have turned up to 6th Form dressed inappropriately.**

**If this is a regular occurrence, students will be required to make up the time missed.**

## Use of the Study Room Agreement

**When in the Study Room, you will adhere to the expectations set out below.**

**Expectations:**

- To attend 3 study sessions per week.
- To attend 1 assessment lesson per fortnight for each subject.
- To arrive to the Study Room on time.
- To stay focused and on task during your study session.
- To study quietly and independently.
- To ask for support when needed.
- To respect staff and peers.
- Use of mobile devices for study purposes only.
- To be organised and arrive with specific subject tasks/course work.
- To respect the study area and take care of Study Room equipment. Stationary & books must be returned to their place in the Study Room after use.

**Unacceptable Behaviour:**

- Eating anything during study time.
- Shouting out / talking loudly so that others are disrupted.
- Playing music loudly.
- Swearing, abusive or threatening behaviour.
- Using mobile devices for social media, games, videos etc.
- Socialising and/or distracting others during their study session.
- Litter or damage to study area.

**Failure to act appropriately in the Study Room will lead to you being asked to leave the room and contact will be made with your parent / carer to discuss your behaviour / attitude to learning, following the behaviour policy.**

**Parent/Carer Consent for OBA 6<sup>th</sup> Form Off Site Privilege**

OBA 6<sup>th</sup> Form students must attend Monday, Wednesday -Friday 8:55am and 8:30am Tuesday weekly, plus 1 full timetabled personal development lesson per week, assembly, all subject lessons as well as their allocated directed study and assessment periods. There may be other occasions where they will need to be in school at a different time to their normal lessons, we will inform them of this in good time. With parental permission they are allowed off site when they do not have a lesson period 5 and for lunch time.

We will write to you and explain that this privilege has been removed for a set period, should your child:

- fall behind with any work.
- or their attendance does not meet our expectations.
- or behaviour is not as expected.

Students are welcome to stay in school if they are free period 5 and for lunch, however they should spend this time in the 6th form area.

Please complete the online consent to advise that you have read and agree to the above and you give consent for the following.

**I understand that my child is permitted to leave the academy when not in lessons and for lunch time.**

**Attendance is based on students attending subject lessons as well as personal development and form time.**

**Absences need to be reported to the academy. We expect attendance to be at 95% or higher.**

- I understand that absence NOT reported to the academy will be unauthorised and therefore impact my child having off-site privileges available to them.
- I understand that appointments need to be made outside of lesson time.

**OBA 6<sup>th</sup> Form Students represent the academy within the community and during these times**

- My child understands the importance of acting responsibly outside of the academy.
- I understand that I am responsible for my child when they are off site.
- I understand that the academy will not be held responsible for their welfare or care when off-site.

Should you have any further questions, please do not hesitate to contact the academy where a member of our team will be happy to support.

## 6th Form Student Financial Support (Bursary)

This policy has been created to give guidance on financial support available to students throughout their post 16 studies at Ormiston Bolingbroke Academy 6th Form. A key priority for the Government is to close the gap in attainment between those from less fortunate and more affluent backgrounds.

The purpose of the financial support available to students at our 6th Form is only available to help students with the monetary costs in taking part in post 16 education. This funding is available to the most in need of financial support during this time period. The costs associated with 6th Form that the bursary can support includes:

- Travel costs to and from 6th Form
- Equipment needed
- Specialist clothing requirements
- Essential books and stationary

Therefore, if students are successful with their application for any bursary, they may receive paid in-kind rather than in cash. The reason for this is to ensure that students bursary is being spent on the costs associated with attending 6th Form and supporting them with their next steps in education. In-kind payments may include:

- Free school meals
- Local bus pass
- Equipment/resources
- Educational Trips
- Costs incurred with University, job and apprenticeship open days/interviews

To identify if a student is eligible for any financial support an application process will be conducted. Students should complete an application form which can be gained via the academy website or the students Form Tutor. This application along with the relevant supporting documentation must be submitted together in order to apply.

***Without the correct evidence requested***, we as an academy will not be able to process the application.

**Eligibility** - To be eligible for any financial support through the 16-19 bursary in the academic year 2024-25

- Students must be aged 16 or over and under 19 on 31<sup>st</sup> August 2024.
- Students must also satisfy the residency criteria set out by the EFA Funding Guidance. (A Person on 1<sup>st</sup> September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1<sup>st</sup> September).
- Students will need to provide supporting evidence to prove their household income and circumstances

There are 2 Bursaries available for financial support at the academy.

**Level 1 Bursary** – this is applied for by the academy on a case by case basis depending on students' circumstances. Students who meet the one of the criteria below can apply for a vulnerable bursary of up to £1200 per year. The defined vulnerable groups are:

- Students in care.
- Care leavers.
- Students receiving Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent upon them and living with them.
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right as a well as Employment and Support Allowance or Universal Credit ***in their own right***.

**Level 2 Bursary** — this is a discretionary bursary, awarded to the academy annually. Although it is awarded yearly this does not guarantee that funding will be available in future years. Students who have a household income between less than £26000 can apply for this bursary for specific educational purposes set out above.

- Cash payments may also be made on an ad-hoc basis when funds are requested through a financial support request form and meet the above criteria. Request forms can be accessed via Student Support in the 6th Form Study Room.
- Any items students purchase in advance and wish to reclaim financial support must, have proof of purchase (receipt).

**Bursary is eligible based on the following:**

- **Students follow the academy attendance policy and take responsibility for their own attendance**
- **Students follow the academy behaviour policy and lead by example in the 6th Form**
- **Students are punctual to form time and all lessons on their timetable including study periods**
- **Students are up to date with all work, including homework and coursework for all subjects**

***There is no set amount that each student will be entitled to, as funds are based on lagged student numbers and students are eligible to apply throughout the academic year if household circumstances change.***

***Each student will have an allocation of funds for the year which will be determined by the amount of bursary that has been allocated to the academy and the number of students eligible as well as other criteria set out above including the distance to travel, and household income.***

If you have any queries or concerns regarding the allocation of the financial support or you are not satisfied with your application outcome, you should contact the academy Finance Team & 6th Form Team.

If students have a successful application and are therefore granted access to financial support, they should make requests using the below link. <https://forms.office.com/r/wfAPvx9mfN> Each of the questions must be answered and this request must be made using student's school email address.





## 6th Form Student Financial Support (Bursary)

### Application Form (2024-2025)

**IMPORTANT – Please complete all parts of this form in black ink and block capitals.**

Section 1: Personal Details			
First name:		Surname:	
Address including postcode:			
Mobile number:		Date of birth:	
Courses chosen:	1.	2.	3.
Parent name:		Parent email:	
Method of travel to/from academy	Car	Bus	Other: _____
Are you in receipt of Free School Meals?	Yes/No	Do you have your own electronic device to use? E.g. laptop/iPad (not mobile phone)	Yes/No

Section 2: Eligibility	
Please tick which level of financial support you are applying for	Please tick which of the criteria describes you and/or the evidence you will be providing to support your application and include the <b>original</b> documents. (we will treat these with the highest confidentiality and photocopy and return to you straight away)
<b>Level 1 – Vulnerable Bursary</b> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Students in care <input type="checkbox"/></li> <li>• Care leavers <input type="checkbox"/></li> <li>• I am in receipt of Income Support or Universal Credit <b>in my own right</b> and/or I am financially supporting a dependent who is living with me. <input type="checkbox"/></li> <li>• I am in receipt of Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit <b>in my own right</b> <input type="checkbox"/></li> </ul>
<b>Level 2 – Discretionary Bursary (Household income less than £26000)</b> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Receipt of benefits/ Universal Credit (tax year 2023-24) <input type="checkbox"/></li> <li>• P60 (tax year 2023-24) <input type="checkbox"/></li> <li>• Tax credit award (tax year 2023-24) <input type="checkbox"/></li> <li>• Evidence of self-employment income (tax year 2023-24) <input type="checkbox"/></li> <li>• Universal credit monthly award notices for June, July &amp; august 2024 <input type="checkbox"/></li> </ul>

Section 3: Student Declaration			
<p><i>I confirm that the information supplied in this form is correct and complete to the best of my knowledge and belief. I understand that if my claim is found to be fraudulent I will be subject to the college's disciplinary process and my bursary may be stopped. I understand that the college reserves the right to request further evidence to support my application. I understand that I may not received financial support if my attendance and behaviour does not meet college requirements and I adhere to the terms and conditions of this contract.</i></p>			
Applicant Signature:		Date:	
Section 5: Parent/Guardian Agreement			
I have supplied my email address			<input type="checkbox"/>
I have not supplied my email address and I am aware that I may miss important Learner Support information communicated by email by the college.			<input type="checkbox"/>
I confirm that the evidence supplied to support this application is correct and understand that any changes in my circumstances must be reported to the college. I understand that financial support for the person in my care may be stopped if their attendance and behaviour does not meet college requirements. I also agree to encourage the student in my care to adhere to the terms and conditions of this contract.			<input type="checkbox"/>
Parent/Guardian/Wellbeing officer Signature:		Date:	