



ST IVO ACADEMY

16-19 Bursary Fund Agreement (Attendance & Behaviour)

NAME OF STUDENT:

TUTOR GROUP:

SUBJECT TITLES: 1

AND TYPE 2

3

- I understand that St Ivo Academy will monitor my attendance and punctuality at all lessons, registrations, assemblies and other required sessions and that any payment is dependent upon satisfying the Academy requirements for attendance.
- I understand that I must abide by the Learning Agreement which is a condition of being part of St Ivo Sixth Form, and that any payment is dependent upon satisfying these requirements.
- I understand that I must abide by the rules of the bursary scheme.

Signed: [Student]

Signed: [Head of Sixth Form]

Date:

ATTENDANCE

Sickness

If you are unwell and cannot attend school, you must ring the **Attendance Line on 01480 375400 (option 2)**. If you continue to be off, you must ring the attendance line on each subsequent day unless you have already told the Attendance Officer when you expect to return to school. **If you do not contact the school your bursary payment may be affected.** A note or email explaining your absence should be given to your form tutor by the *first* day of your return to school.

Planned Absence

If you are aware of a forthcoming absence, **you must notify the school no less than two days in advance** of any foreseen absences using an **Authorised Absence (AA) form** (available from outside the Sixth Form Admin Office in the Keep).

LEARNING AGREEMENT

All students sign a Learning Agreement as part of being a member of Sixth Form. This forms part of the Bursary Fund Agreement.

BURSARY SCHEME

All students must also abide by the rules as set out by the Education Funding Agency.