

BEHAVIOUR POLICY FOR THE PURPOSE OF THE RMGS 16-19 BURSARY FUND.

The Bursary Fund is paid on the proviso that 100% attendance has been met. There will be no loss of allowance if an absence is authorised by the School, this could include periods of revision or study leave. However if absences are not authorised/negotiated there will be no payment for the week in which the absence falls. Any discrepancies must be rectified within a week of the absence occurring-the relevant forms must be given to the School Office via your Form Teacher.

You are expected to:

- Attend 100% where possible.
- Be punctual to all lessons and register your attendance.
- Get permission in advance for time you need to take off.
- Hand in Homework & Coursework to stated deadlines.
- Always show a positive attitude to learning and maintain a high standard of behaviour.

Getting permission for an absence (negotiated/authorised absence), appropriate evidence should be provided.

It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. If the School agrees in advance of the absence, then your Bursary Fund Payment will not be affected.

Examples of unauthorised absence:

- Holidays.
- Part or full time work which is not part of your programme of study.
- Leisure activities.
- Birthday or similar celebrations.
- Babysitting younger siblings or looking after other family members.
- Driving lessons if not in Study periods.