



# Queen Elizabeth's Grammar School

Abbey Place, Faversham, Kent ME13 7BQ  
01795 533132 [finance@queenelizabeths.kent.sch.uk](mailto:finance@queenelizabeths.kent.sch.uk)

## 16–19 Bursary Fund Contract 2023-24

Students who have successfully applied for these awards must complete **an expense form**, available from the Finance Office or the school website with **evidence of purchase** such as receipts or tickets. Payments will be made by bank transfer to the bank account submitted on the bursary application form. Where the school has made payment on the student's behalf, the cost will be offset against the Bursary Funding e.g. school trip, food voucher etc.

Attendance is the central feature linked with effort and behaviour of the 16–19 Bursary Fund. Tutors' registers and class registers will be checked prior to each payment claim.

**The 16-19 payment will not be made if a student is recorded absent either from school or from lessons unless the absence has been authorised in advance for one of the following reasons:** involvement in a school trip; official sports / arts etc. activity; work experience as part of the course; university visits; a religious holiday; driving tests and medical appointments which cannot be arranged out of school hours; periods of authorised study leave; school closures e.g. severe weather. Other requests for foreseen absences must be applied for at least 2 days in advance. Authorisation will be considered and is at the discretion of the 6<sup>th</sup> form team.

**If an unforeseen problem occurs** then the student must contact the school **on the day** on 01795 533132 to explain the reason for absence. A decision will then be taken whether the absence should be authorised.

**Prevention of Payment:** The following are a few examples of why the 16–19 payment may not be made:

- Failure to complete coursework by the deadline date
- Failure to maintain behaviour in line with the 6<sup>th</sup> form contract
- Non-attendance for any reason not pre-authorised including illness and medical appointments that could have been made out of school
- Illness, unless hospitalised
- Holidays
- Driving lessons
- Part-time work
- Leisure activities

**Students have a right to appeal** against a decision if they have evidence that the school has unjustifiably withheld payment in accordance with the terms of the 16–19 Bursary Fund contract. Appeals should be made to Mr P Larter [Assistant Headteacher] in the first instance. If a further appeal is to be requested then this will be heard by a Governors' sub-committee of 2 members including: a school governor and a neutral member of staff.

*I have read and agree to abide by the terms of the 16–19 Bursary Fund contract above. I understand that if I do not comply with these terms then I will not receive the 16–19 Bursary Fund payment for the expenditure incurred.*

**Student Signature:**

**Name**

**Date:**

**Witnessed by:**

**Name:** Mr P Larter [Assistant Headteacher]