**Attendance Reward and Behaviour Policy 2022-2023**

**1.0 Purpose and scope of the policy**

This policy sets out an overview of eligibility criteria, payment methodology, management and monitoring and appeal arrangements for Attendance and Behaviour Rewards.

In order to be eligible for the Attendance and Behaviour Reward, a learner must be aged 16-18 and enrolled onto a course that is funded by the Skills Funding Agency (SFA), the Education and Skills Funding Agency (ESFA) or co funded by European Social Fund (ESF) or other public funding as detailed in associated funding guidance documents.

**2.0 Applying for assistance**

If a learner aged 16-18 on or before 31st August applies and qualifies for Learner Support as their annual household income is under £25,000 per annum, they will automatically be awarded the attendance and behaviour reward during their assessment of Learner Support. This will be confirmed to learners in their outcome letter. For learners who do not submit a learner support application, learners must e mail the student funding and transport officer their bank details for payment no later than the last week of the term. Payments will not be backdated for learners who fail to provide bank details.

**3.0 Eligibility**

Band 1

Students aged 16-18 on or before 31st August whose household income is under £25,000 and are enrolled on a full-time course will now qualify for an Attendance and Behaviour Reward which will be paid monthly in arrears.

Reward payments are made to acknowledge excellent attendance and behaviour. Entitlement for the current month will be withheld if a learner falls below 95% attendance, or is subject to any disciplinary action or suspension. The 95% attendance excludes pre-arranged hospital appointments ONLY with regards to this payment reward.

The college aim to make a payment of £40 per month subject to funding.

Band 2

Students aged 16-18 on or before 31st August whose household income is above £25,000 and are enrolled on a full-time course will now qualify for an Attendance and Behaviour Reward which will be paid termly in arrears.

We aim to make a payment of £80 per term subject to funding.

Reward payments are made to acknowledge excellent attendance and behaviour. Entitlement for the term will be withheld if a learner falls below 95% attendance, or is subject to any disciplinary action or suspension. The 95% attendance excludes pre-arranged hospital appointments ONLY with regards to this payment reward.

**4.0 Allocation of funds to learners**

Funding will be awarded on a strict first come first served basis. Where financial monitoring indicates impending exhaustion of funds, the college reserves the right to readjust award value. Funding is awarded from the date a successful application is received but not before the course start date. Where behaviour and application to studies are not satisfactory, the college reserves the right to withhold funding.

**For further information contact:**

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