
Attendance Reward and Behaviour Policy 2024-2025

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

All learners must e mail the student funding and transport officer their bank details for payment and confirmation that they wish to apply for the Attendance and Behaviour Reward no later than the last week of the term 1. Bank details must be in the learner's own name. Payments will not be backdated for learners who fail to provide bank details or confirm they wish to apply before the cut off.

Learners must do this each academic year as entitlement is not rolled forward for returning learners.

Name of learner and bank details should be sent to:

Lisa.robson@bacoll.ac.uk or
finance@bacoll.ac.uk

3.0 Eligibility

Students aged 16-18 on or before 31st August and are enrolled on a full-time course will now qualify for an Attendance and Behaviour Reward which will be paid monthly in areas.

Reward payments are made to acknowledge excellent attendance and behaviour. Entitlement for the current month will be withheld if a learner falls below 97% attendance, or is subject to any disciplinary action or suspension. The 97% attendance excludes pre-arranged hospital appointments and court appointments ONLY with regards to this payment reward. Students in receipt of Attendance and Behaviour Reward funds will not be disadvantaged financially where attendance is affected by characteristics that are protected under the Equality Act 2010.

The college aim to make a payment of £20 per month subject to funding.

In addition:

- Learners who receive 100% attendance in any given week will be entered into a curriculum area weekly prize draw for an additional £20 gift card.
- Learners who receive 100% attendance in any given month will be entered into a learning area monthly prize draw for an additional £150 gift card.

Additionally, there will be a termly prize draw where 1 learner will receive a £500 gift card. Each week of 100% attendance in any given term = 1 entry into the prize draw.

For example, in term 1, a learner had 7 weeks with 100% attendance = 7 entries into the termly draw. A learner with 1 week of 100% attendance will receive 1 entry into the termly prize draw.

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. Payments must be made directly to a bank account in the students own name and can only be made to a parent/carer if they hold power of attorney.

Payments will be awarded from the date of application; payments will not be backdated.

For further information contact:

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Beverley Laycock – Finance Manager
Lynn Heighton - Assistant Principal, Finance and Resources.