

## Quality Management System

### Policy Number

POL-F-05

### Policy Title

Attendance and Behaviour Policy

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**Alternative Format Statement**

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## **Attendance and Behaviour Policy**

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### **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 Department for Education (DfE) 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 confirm 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](mailto:Lisa.robson@bacoll.ac.uk) or [finance@bacoll.ac.uk](mailto:finance@bacoll.ac.uk)

### **3.0 Eligibility**

Students aged 16-18 on or before 31st August and who 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 100% attendance, or is subject to any disciplinary action or suspension. The 100% attendance excludes pre-arranged hospital appointments and court appointments ONLY with

regards to this payment reward (evidence must be sent to [lisa.robson@bacoll.ac.uk](mailto:lisa.robson@bacoll.ac.uk)). 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 month will be entered into a learning area monthly prize draw for an additional £150 gift card.
- Learners who receive 100% attendance in any given term will be entered into a college wide termly prize draw for a £500 gift card

#### **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.

#### **Contact Information**

For questions or feedback regarding this policy, please contact:

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