



St Mary's College 16/19 Bursary & Free Meals

SMC BURSARY FUND / FREE MEAL PROCESS

THE INFORMATION CONTAINED
IN THIS BOOKLET IS IMPORTANT

IT IS IMPORTANT THAT YOU
UNDERSTAND THE CONDITIONS
OF THE BURSARY/MEALS SO THAT
YOU DON'T RISK LOSING YOUR
AWARD

This guidance must be read before signing the
declaration on the application form

REQUESTING AN AWARD/PAYMENT

To request an award or payment once your bursary application has been approved, please complete the Bursary Award Request form available on the college website www.stmarysblackburn.ac.uk and return to reception.

BURSARY/FREE MEALS

In order to receive your award, you must:

- Attend all your timetabled classes including Tutorial.
- Meet the standards of behaviour and effort as set out in the Code of Conduct and Attendance Policy.
- Email proof of your bank account details and other relevant evidence to Bursary@stmarysblackburn.ac.uk

Funds for Free Meals will be credited via electronic credit on your Student ID, voucher or BACS transfer to the value of £2.41 a day.

RECEIVING BURSARY AWARDS

- Authorisation of awards is based on attendance at all timetabled classes and meeting behaviour standards.
- Your attendance is taken from class registers.
- If the Senior Safeguarding and Welfare Officer is notified by tutor/teacher of standards of behaviour not being met, awards will not be approved.

- Meals will only be funded on the days you are in College / undertaking placement / College trips. You must notify Mrs Lakhi if you are off-site as part of your study programme so that alternative arrangements can be made.

ABSENCES FROM COLLEGE

- Absences from classes that occur as part of your course will be approved by the College e.g., study leave, exams, college trips, placements but you must notify Mrs Lakhi and your teachers that you will be absent and the reason for this.
- **Attendance below 93% may result in the bursary awards being withdrawn or withheld.**
- Non-attendance due to sickness will not be authorised unless you have a medical condition.

The exceptions to this rule are:-

Students with ongoing medical conditions, but medical evidence will need to be provided.

Genuine exceptional circumstances to be agreed at the discretion of the College e.g. if the student attends College but is sent home through illness by a First Aider, the student MUST ensure Mrs Lakhi is notified.

- If you have a medical condition that might contribute to more instances of absence, this should be declared on the bursary application form, and medical evidence in support of this must be emailed to Bursary@stmarysblackburn.ac.uk

- Doctor, Dentist or Optician appointments should be made outside of your timetabled hours – these will not be authorised. For hospital appointments, you will need to email Smccentral@stmarysblackburn.ac.uk with a medical appointment letter/card.
- **REGULAR ROUTINE MEDICAL APPOINTMENTS ARE NOT ACCEPTABLE AS REASONS FOR MISSING CLASSES AND WILL NOT BE AUTHORISED.**
- Holidays should not be taken during term time and absences for this reason will not be authorised. Students/parents wishing to take holidays during term time must write to Mrs Lakhi requesting permission to be absent.

LATENESS

- Registers are marked at the start of each class. If you arrive late you will have been marked absent. You should ensure that you speak to your teacher at the end of that class who will amend your mark if he/she considers it appropriate. Persistently arriving to class more than 5 minutes late without a valid reason may result in your award being withheld or withdrawn.
- If you arrive late at college through transport problems using a College operated service which results in you missing a class entirely, you should report the problem, on arrival at college, to reception or email: Smccentral@stmarysblackburn.ac.uk

AUTHORISING ABSENCES

Absence due to sickness will not be authorised. If your absence could not be foreseen then a parent/guardian must notify the college by calling the student absence reporting line before 9.00am on: 01254 580464.

Telephone lines are open from 8.30am and notification must be made each morning you are absent. This does not constitute authorisation of the absence. You must email your appointment card or appointment letter for the absence to be authorised. Authorisation will be granted if the absence falls within the criteria laid down in this booklet.

FORESEEN ABSENCES

If an absence can be foreseen then students must apply for authorised absence in advance. It will not be acceptable to miss classes without prior notification and then to claim that the absence should be authorised.

A letter from your parent/guardian requesting absence in observance of a religious festival, funeral etc should be emailed to Smccentral@stmarysblackburn.ac.uk

Authorisation of any other absences will be dependent upon the provision of supporting evidence e.g. a letter notifying you of a driving test appointment, a hospital letter stating an appointment time, a university open day or interview etc. This should be emailed to Smccentral@stmarysblackburn.ac.uk prior to the event.

It is your responsibility to inform your teachers and tutor of the classes you will miss.

YOUR LEGAL OBLIGATIONS

False declarations or falsifying evidence to obtain a Bursary award is a criminal offence and action will be taken. Any abuse of the Bursary/Care to Learn/Free Meals system will be subject to the College's disciplinary process and may result in immediate suspension.

ANY OTHER QUERIES

Mrs Lakhi (Senior Safeguarding and Welfare Officer) is located in room 212 of the main building / SMC Central or email bursary@stmarysblackburn.ac.uk