



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**

## 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 to [Bursary@stmarysblackburn.ac.uk](mailto: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 behaviour.
- Your attendance is taken from class registers.
- If you have any unauthorised absence during the week, payment will not be approved.
- If the Senior Safeguarding and Disciplinary 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 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 it is in your interest to 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- **Attendance below 93% may result in the bursary awards being withdrawn or withheld.**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. the student who 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 periods 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](mailto: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 [c.willoughby@stmarysblackburn.ac.uk](mailto:c.willoughby@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 Willoughby requesting permission to be absent.
- Awards will not be made during periods of maternity or paternity leave.

## LATENESS

- Registers are marked at the start of each class. If you arrive late you will have already 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 College transport problems which result in you missing a class entirely, you should report the problem, on arrival at college, to reception or email: [c.willoughby@stmarysblackburn.ac.uk](mailto:c.willoughby@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 [c.willoughby@stmarysblackburn.ac.uk](mailto:c.willoughby@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 [c.willoughby@stmarysblackburn.ac.uk](mailto:c.willoughby@stmarysblackburn.ac.uk) prior to the event, and if that isn't possible, then within 2 days of the event.

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

## YOUR LEGAL OBLIGATIONS

Forging letters or signatures to obtain Bursary 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

The Senior Safeguarding and Disciplinary Officer is located in room 212 of the main building.