



**SIR THOMAS RICH'S**  
GLOUCESTER

**SIR THOMAS RICH'S SCHOOL**  
**16-19 BURSARY AGREEMENT**  
**2024 – 2025**

**Name:**

**Form:**

**Weekly Attendance**

I understand that the School will approve my eligibility for a 16 – 19 Bursary payments only if I attend THE FULL TIMETABLE from 0830 – 1520 Monday to Friday. **I accept 100% attendance is required through a week**, which includes attendance at both morning and afternoon registrations and at all lessons, including Games, and Private Study periods.

Any absence (including, for example, absence for family holiday or routine dental and medical appointments made during school time) will disable any entitlement to payment with the following exceptions only:

- Attendance on school organised educational visits e.g. fieldwork, foreign exchange/work experience, leadership course, theatre visits, community work, representing a school team;
- Absence which is authorised in advance e.g. University Open Days, Driving Tests;
- Official Study Leave prior to and during examination periods;
- Absence due to illness will be considered on a discretionary basis.

I understand that payments will be made periodically in arrears and that I will be notified in writing if payment is withheld and must make any appeal within two weeks.

**Behaviour and Effort**

Payment of the Bursary is also subject to the learner maintaining the expected standards of behaviour (as outlined in the school rules) and sustaining the required level of effort (never less than an average grade of 2.0).

**Evidence**

I agree to providing evidence, by way of receipts/invoices at given intervals throughout the academic year, to enable reimbursement of the expenditure.

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Bursary Administrator)

\_\_\_\_\_  
(Date)