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Governors' Meeting
2nd July 2026



Review
Resources
Committee

16-19 BURSARY and DISCRETIONARY FUND POLICY

NOTRE DAME HIGH SCHOOL

**Part of St John the Baptist Catholic Multi Academy Trust
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB**

THE SCHOOL MISSION STATEMENT

I have come so that they may have life and have it to the full
(John 10:10)

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

The purpose of this policy is:

1. to ensure that the funds received annually from the Department of Education (DfE) are targeted towards students that have the greatest need;
2. to ensure that any remaining funds are distributed fairly to students whose household income may limit their educational chances;
3. to ensure financial sustainability through the flexible devolvement of funds received, thereby preventing an overspend in any annual cycle of funding;
4. to ensure that public monies provided are spent in an appropriate way as detailed by this policy;
5. to ensure that any personal financial details remain secure and confidential;
6. to minimize the risk of fraudulent claims.

Bursaries

Notre Dame High School (NDHS) will target the 16 – 19 Bursary to ensure that it reaches students who face significant barriers to participating in education and will use funds to help the students in greatest need. In doing so we have a duty to ensure that the money is spent in ways which helps to break down the barriers and deals with the costs of being in education.

There are 2 different funds which are available to students. They are:

1. Vulnerable Student Bursaries (known as VSB)

Students will qualify for this bursary if they fall into at least one of the following categories:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The student must be aged 16, 17 or 18 on 31st August of that academic year to qualify.

Where students fall into this category they are entitled to a flat rate bursary of £1,200 which will be paid as follows: Year 12 in 3 termly equal amounts of £400 per term (September, January & April) and Year 13 in 2 termly equal amounts of £600 per term (September, January).

Students must provide official confirmation of their qualification for a VSB, for example a letter from the local authority. Please note students cannot self-certify.

2. Discretionary Fund (known as a "bursary")

Notre Dame High School will operate a discretionary payment system for specific educational purposes.

Eligibility will be determined via formal application. Eligibility for the bursary is based on a household income.

For the 2026-27 academic year the threshold of household income is £45,000 or below.

This should be evidenced using benefits claims, P60, Tax credit award notices or evidence of self-employed income. Free School Meals from Year 11 is not an automatic acceptance for bursary. Students must re-apply in Year 12. Students who are eligible to apply for support are not guaranteed payments. There is a finite amount of funds available.

You can apply to a discretionary bursary if you're over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an Education, Health and Care Plan (EHCP)

Conditions of Bursary

Bursaries from Notre Dame Sixth Form can only be spent on certain items which are deemed to be the costs of accessing education. They are:

1. Canteen Breakfast / Lunch whilst at Sixth Form
2. Stationery
3. Equipment
4. Books
5. UCAS/University visits or interviews
6. Trips
7. Transport to and from Sixth Form
8. Any other exceptional items, as agreed by the Head of Sixth Form

All payments are subject to students meeting agreed standards. No monies will be paid until the student and school have signed to agree to these targets. The targets are not around academic achievement. There are 3 targets: attendance (maintaining minimum 90%), behaviour & organisation of work. The targets will be reviewed and set annually by the Head of Sixth Form (HoS) and their Deputy. Failure to meet the targets may result in payments being withheld.

Application Process and Payments

All applications for a bursary fund payment are to be made to the Sixth Form Office, using a form downloaded from the Sixth Form section of the website. Paper copies can be obtained on request. Students can apply for a bursary at any time, for example if the household circumstances change during the academic year, however claims cannot be retrospective.

Students will be advised, in writing, of the outcome of their application. All eligible bursary payments will be made via BACs transfers and students must provide bank details when applying. Cheques are not issued and support can be given to any student who wishes to open a bank account for the purposes of bursary payments.

For items that the school reimburses, this will be done by BACS transfer at least once each Half Term. Only monies that meet the conditions below can be claimed for. Please note that Notre Dame High School guarantees that all personal information will be stored securely and will remain strictly confidential.

Receipt of monies via bursary

Item	Claim Amount	Method of Claim	Evidence
Food	£7.00 per day whilst at school	Credit to be provided on school account for use in canteen.	None required; electronic purchase
Transport	The cost of the longest term ticket or a standard return whichever is cheapest	Students claim back. Money will be provided on receipt of a ticket or receipt for tickets	Tickets or receipt of a ticket
Books	Claim for all books as recommended by the HOD.	None; books will be purchased by school and collected at end of school year for re-issue.	HOD recommendation
Equipment	HOD to assess claim.	None; equipment will be purchased by school and collected at end of school year for re-issue.	HOD recommendation
Stationery	Students will be given a maximum spend of £20 per half term for stationery.	Claim back with receipt	Receipt
UCAS	Students will be given a maximum grant for 3 visits based on advance standard return rail fare with a YPRC.	Claim back. Money will be provided on receipt of a ticket or receipt for tickets	Tickets or receipt of a ticket
School Trips	Ad Hoc; for compulsory course trip 100% will be paid. For non-compulsory course trips up to 75% can be paid at discretion of HoS. For other enrichment trips up to 50% can be covered. The exact amount per trip to be decided by the HoS.	None; done via internal transfer	HOD recommendation

In addition to the above and subject to availability, students will be entitled to the exclusive use of a laptop if they require it. This will be a loan which will last the length of the time that the student attends NDHS sixth form or is in receipt of a bursary. The student will be required to sign and abide by the terms of a loan agreement.

Security of personal information

All applications will be made through the Sixth Form Office. All personal information will be stored securely and will remain strictly confidential.

Internal Appeals Process

Students have a right to appeal against a decision if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16–19 Bursary Fund contract (copy of the Contract template is available from the Sixth Form office). Students should write to the school stating the reason/s why they believe an incorrect decision has been made. Appeals should be addressed to Director of Finance and Operations at the school. If a further appeal is to be requested then this will be heard by a Governor's sub-committee of 2 members including: a school governor and a neutral member of staff.

Fraud

Parent/Carer and student must confirm that all information provided is true and must notify Notre Dame High School if any circumstances change. The bursary will be provided on the basis that certain conditions set by the school, as detailed in the Sixth Form Contract, will be adhered to. Parents and students will be required to jointly sign applications so that they understand that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

This policy will be reviewed annually.