

NDHS 16-19 Bursary and Discretionary Fund Application Form 2023-24

16 – 19 Bursary Guidelines for Applications

Notre Dame High School will target the 16 – 19 Bursary to ensure that it reaches students who face significant barriers to participating in education and will target 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 may qualify for this bursary if they fall into at least one of the following categories: they are in or have recently left local authority care; they get Income Support or Universal Credit because they are financially self-supporting; they get Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit; they get Personal Independence Payment (PIP) in their name and either ESA or Universal Credit. The student must be aged 16, 17 or 18 on 31st August before that academic year to qualify.

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

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 and number of dependents in the house under the age of 16. For the 2023-24 academic year the threshold of household income is £30,000 or less. 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.

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. 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 Director 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, behaviour and organisation of work. The targets will be reviewed and set annually by the Director of Sixth Form and Heads of Years 12 and 13. Failure to meet the targets may result in payments being withheld.

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Application Process and Payments

All applications for a bursary fund payment are to be made to the Sixth Form Office. You can apply for a bursary at any time, for example if your household circumstances change during the academic year. Applicants should ensure that they include all the required evidence.

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 their own 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. 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	£5.00 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	DoS / HOD to assess claim.	None; equipment will be purchased by school and collected at end of school year for re-issue.	DoS / HOD recommendation
Stationary	Students will be given a maximum spend of £20 per half term for equipment	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 DoS. For other enrichment trips up to 50% can be covered. The exact amount per trip to be decided by the DoS	None; done via internal transfer	DoS / 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.

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Please ensure you have read and understood the school's statement regarding bursary applications before completing this form. Please note if a bursary is awarded, the payments will be made subject to the conditions of the NDHS 16-19 Sixth Form Contract being met.

Please hand this form to the Sixth Form office along with any relevant evidence for processing

Please indicate which fund you are applying for:

Vulnerable Student Bursary

☐

Please complete all of the application form

Discretionary Bursary

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Please complete all of the application form

Please complete all information in BLOCK capitals:

Surname:		Forename:
Date of Birth:	Age at 31/8/2023	Sex: Male/Female
Previous School Name:		
Home Address:		
How long have you been resident in the UK?		
Home Telephone Number:		Parent Mobile Number:
Student Mobile:		Student E Mail:

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in receipt of income support?	Yes	No
4. Are you a disabled young person in receipt of employment and support allowance and also in receipt of disability living allowance?	Yes	No

If you answered YES to any of the above questions, please attach evidence of this with your application form.

5. How many dependents under the age of 16 are there in your household?	
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6. What is your household income? (Please complete)	£
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Please supply evidence of your household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification or Self Employed Income Notification.

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I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary or discretionary award will be provided on the basis that certain conditions set by the school as detailed in the Sixth Form Contract and understand that money may be claimed back if I/we knowingly gave information which is discovered to be false.

Please hand this form to the Sixth Form office along with any relevant evidence for processing.

Signature:

Parent Signature:

Date:

School Use Only:

Received:	Number:		Purpose:		Awarded:	
	VSB:		Bursary:			
Evidence Seen:	Q1		Q2		Q3	
	Q4		Q6			

BACS details (this must be completed for the process to continue)

Where the bursary is paid directly to the student, it is good practice to pay by BACS transfer to their own account. EFA would not expect the bursary to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

Name on Account:

Name of Bank / Building Society:

Sort Code:

Bank Account Number: