

LETTER TEMPLATE – LOCAL AUTHORITIES

Dear Sir/Madam

STUDENT'S NAME

Our son/daughter currently attends The Duke of York's Royal Military School (DOYRMS), a state funded Academy located in Dover, Kent. This is a 100% boarding school and does not accept day students. DOYRMS charges parents the cost of board and lodging on a termly basis; fees for the 2021/22 academic year are £15,498.

We are currently experiencing financial hardship and believe that under Part 6 Section 61 of the Education Act 2011 (see link below), which amended the Academies Act 2010, we meet condition B whereby payment of the full amount of charges in respect of the board and lodging would involve financial hardship to ourselves.

(<http://www.legislation.gov.uk/ukpga/2011/21/section/61/enacted>)

We are, therefore, seeking assistance from you in this respect. Please can you provide me with the necessary guidance and application process/paperwork.

We look forward to hearing from you.

Yours faithfully