FOXFORD

14 September 2026

Dear Parent / Carer

16-19 Bursary Fund

This letter is to inform Parents/Carers about the 16-19 Bursary Fund. The bursary is to be administered by schools and colleges to students who may face financial barriers with such costs as transport or equipment.

Like all schools in the City we have sought guidance on how to administer this bursary to our Sixth Form students in need of support. Foxford School has received a small amount of money from which to allocate bursary payments. Please see the attached leaflet explaining student eligibility.

How will the bursary be administered?

- The bursary will be paid on a half termly basis direct into the student's bank account. Therefore, bursary students **must have a bank account.**
- The bursary payment **may vary** each half term depending on the number of students in receipt of the bursary as we only have a certain amount of money allocated per half term. **The allocation per student is also dependent on student attendance and behaviour at school.**
- **Legislation has now also been updated for the 16-19 Bursary Fund. The bursary is to be used for essential participation costs, such as essential books, equipment and travel to school. Receipts need to be provided to prove the costs incurred. Without receipts further payments will not be allocated.**

If the evidence submitted is insufficient and additional information is requested, failure to provide the required evidence by the application deadline will result in the application being carried forward to the next application round

I believe our criteria and process for receiving the bursary is as fair and supportive as we can make it considering the small amount of money the school has been allocated.

If your son/daughter is in Year 13 and received this Bursary last year, we will still need a new application form filling in for this academic year (2026/2027).

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In order for the first payment to be administered before half term can you please ensure that the Bursary Forms, **along with the necessary evidence**, are handed in to the Sixth Form Office by **Friday 2 October.**

If you need any further assistance on this matter please contact the Sixth Form Office.

Yours faithfully



Mr J Tully
Assistant Headteacher

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