



Crompton House
C of E Multi Academy Trust

Charging and Remissions Policy

Approved by: Trust Board

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Last reviewed on: March 2023

Next review due by: March 2025

CHARGING AND REMISSIONS POLICY

Introduction

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Trust Board is responsible for determining the content of the policy and the Local Governing Bodies for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Local Governing Body.

Prohibition of Charges

The Trust Board recognises that the legislation prohibits charges for the following:

- An admission application to any state funded school – paragraph 1.9(n) of the Schools Admissions Code 2014 rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupil learning individually or in groups, unless the tuition is provided at the request of the pupil's parent or guardian;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit, which is part of the entitlement curriculum

Publication of Information

A summary of this policy will be included in each School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

Charges may be made for some activities that are known as “optional extras” Optional extras are:

- Education provided outside of school time that is not:
 - a) Part of the national curriculum;
 - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at school;
 - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the exam at school
- Transport (other than transport that is required to take the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit.

Any charge must not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of optional extra where charges will be made.

The Local Governing Body will make a charge for the following :

- (a) board and lodging on residential visits (the charge must not exceed the actual cost)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) charges for public examinations where pupils fail to attend (including failure to complete required coursework) except where due to ill health

- (f) costs of non-prescribed examinations where no further preparation has been provided by the school
- (g) any other education, transport or examination fee unless charges are specifically prohibited
- (h) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (i) extra-curricular activities and school clubs.

Recovery of charges

As directed in the Education Act 1996, any sums payable as optional extras by a parent of a registered pupil of the Trust shall be recoverable summarily as a civil debt which could involve the processing of a claim through the Small Claims Court.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Guaranteed element of State Pension Credit;
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed the amount determined by HMRC each tax year.
- f) Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- g) Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

If the residential activity takes place largely during school time or meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge will be made for the cost of board and lodgings, the education or for the cost of travel for pupils for whom the school receives pupil premium funding.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) Educational trips and visits
- b) Educational resources

Governors recognise that some activities and resources cannot be funded from existing budgets and therefore support the need to request genuinely voluntary donations from parents.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation or pressure to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) that should insufficient funds be forthcoming, the activity may not take place.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher or Head of School.

Voluntary contributions will be used to:

- Meet the cost of educational trips & visits
- Meet the purchase cost of additional educational resources