



---

## CHARGING REMISSIONS POLICY

---

**Approved by:** Board of Directors

**Date Approved:** 10<sup>th</sup> December 2021

**Next review due:** Autumn 2022

## Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. Definitions .....	3
4. Roles and responsibilities.....	3
5. Where charges cannot be made .....	3
6. Where charges can be made .....	4
7. Voluntary contributions.....	6
8. Activities we charge for .....	6
9. Remissions .....	6
10. Monitoring arrangements .....	7

---

## 1. Aims

Our Multi Academy Trust aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## 2. Legislation and guidance

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

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The Board of Directors

The Board of Directors has overall responsibility for approving the charging and remissions policy, but has delegated the monitoring and implementation of this policy to the FAR Committee.

### 4.2 Head of Academy

The head of academy is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head of Academy of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The Academy Trust will provide staff with appropriate training in relation to this policy and its implementation if required.

### 4.4 Parents

Parents are expected to notify staff or the Head of Academy of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

## **5.1 Education**

- Admission applications
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside academy hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the academy
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy

## **5.2 Transport**

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the academy
- Transport provided in connection with an educational visit

## **5.3 Residential visits**

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
  - Religious education
  - Supply teachers to cover for those teachers who are absent from the academy and due to accompanying pupils on a residential visit

## **6. Where charges can be made**

Below we set out what we **can** charge for:

### **6.1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)

- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

## 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, Academy Trusts can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of academy time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- Transport (other than transport that is required to take the pupil to an academy or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- Any educational equipment that is damaged or lost due to negligence by the pupil or parent/carer

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **6.3 Music tuition**

Academy Trusts can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### **6.4 Residential visits**

We can charge for board, lodging and travel on residential visits, but the charge must not exceed the actual cost.

## **7. Voluntary contributions**

As an exception to the requirements set out in Section 5 of this policy, the Multi Academy Trust is able to ask for voluntary contributions from parents to fund activities during academy hours that would not otherwise be possible.

Some activities for which the academy may ask parents for voluntary contributions include:

- Trust trips
- Sports activities

**The academy and the trust reserve the right to cancel an activity or trip if insufficient funds are raised to support the cost of the trip or activity.**

## **8. Activities we charge for**

The academy will charge for the following activities:

- Breakfast club
- After-School Club
- Sports Clubs provided by Deanes Sports Specialists
- Residential trips

## **9. Remissions**

In some circumstances the academy may not charge for items or activities set out in Sections 6 and 8 of this policy. This will be at the discretion of the Board of Directors and will depend on the activity in question.

## **9.1 Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits can make an application to the Head of Academy for consideration of residential trip costs being partially or fully funded by the academy trust.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

A similar entitlement applies where the trip takes place outside of academy hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the academy is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside academy hours and does not form part of the above, the academy can make a charge for transport

## **10. Monitoring arrangements**

The Trust's Data Protection Officer monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Data Protection Officer every year.

At every review, the policy will be approved by the Board of Directors.