



Charging and Remissions Policy

Document provenance

This policy was approved by Trustees/ELT as follows –

Approver: Finance Committee

Date: August 2019

ELT Owner: Chief Financial Officer

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every two years. Should no substantive changes be required at that point, the policy will move to the next review cycle.

Policy purpose and summary

This is a statutory policy which sets out E-ACTs obligations in relation to charging and remissions.

It details the type of activity our academies can charge for. It explains when and how the charges will be applied and who might qualify for help with the cost. The policy also details any exemptions which can be applied to the charges.

Summary of changes at last review:

- Job title amend in 5.4
- Confirmation that the academy not finance office receives the form in 5.3
- Inclusion of sections on scope, training and responsibilities.

Related policies or guidance

- Trips and Visits Policy

Charging and Remissions Policy

1. Introduction

- 1.1. E-ACT recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education.
- 1.2. E-ACT aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.
- 1.3. While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, E-ACT reserves the right to make a charge for certain activities organised by the Academies from time to time.

2. Scope

- 2.1. This policy applies to academies and should be also be read by parents/carers.

3. Legislation and regulation

- 3.1. The legislative and regulatory basis for charging and remissions is contained within:
 - Sections 449 – 462 of the Education Act 1996.¹
 - [The Charges for Music Tuition \(England\) Regulations 2007](#)
 - [s27\(1\) The Education Act 1996](#)

4. Charging

Optional Extras

- 4.1. Optional extras can include:
 - education provided outside of academy time not part of the curriculum, part of religious education or in preparation for a public examination a pupil is being prepared for by the academy;
 - examination entry fees if the subject is not offered at the Academy;
 - transport that is not taking a pupil to the Academy;
 - board and lodging on a residential visit; extended day services such as breakfast and after school clubs.
- 4.2. The Academy endeavours to provide a range of activities which are held outside the compulsory curriculum.
- 4.3. Parents/carers will be notified in advance of any such activities and their estimated cost. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made.
- 4.4. Any charge will depend upon the type of activity, its cost and the number of participants.

¹ <http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III>

This charge will not exceed the total cost of providing the activity.

- 4.5. Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges will be made.

Charging for residential activities

- 4.6. If the activity is during Academy hours, charges will be made for the board and lodging element of such activities.
- 4.7. Parents/carers will be notified in advance of any such activities and their estimated cost and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each pupil.
- 4.8. All such charges will be made in line with government guidelines and will take into account the circumstances of parents.
- 4.9. The Academy reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.

Materials, equipment and ingredients

- 4.10. E-ACT reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in Academy hours, for example during design and food technology lessons for pupils. This will be at the discretion of the Academy.
- 4.11. It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside Academy hours and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply Academy uniform including PE Kit).

Examination Fees

- 4.12. No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the Academy. If a pupil fails without reasonable cause to complete the examination requirements of any second attempt of a public examination for which the Academy has paid the entry fee, the fee involved will be recovered from the pupil's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the pupil, the fee payable by parents/carers may be remitted by the Academy.
- 4.13. Where a pupil and their parents/carers wish to enter a public examination for a subject/course not delivered by the Academy, a charge for the cost of entering the pupil for the examination may be made if previously agreed by the parent/carer.
- 4.14. The Academy will review which pupils did not reach their potential grade and decide which pupils should be re-entered for exams. This will be paid for by the Academy (Exams Office).
- 4.15. Parents/carers can request to pay for a re-sit if the Academy has not already recommended for this to take place. In this circumstance, and where the Academy has not prepared the pupil for the examination, the Academy will have the right to charge for the exam entry fee.

Music Tuition²

- 4.16. The Academy can charge for individual tuition in the playing of a musical instrument, including vocal tuition, whether in or out of Academy hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum, the pupil is defined as looked after, or previously looked after³, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.
- 4.17. Any such tuition must be delivered at the request of the parents/carers. The costs of music tuition will not exceed the cost of providing it, including, amongst other things, the cost of providing a music teacher.

Community Users⁴

- 4.18. The Academy may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs.

General

- 4.19. E-ACT may from time to time amend the categories of activity for which a charge may be made, within the confines of the legislation.
- 4.20. Nothing in this policy statement precludes E-ACT from inviting parents/carers to make a voluntary contribution towards the cost of providing education for pupils.

5. Remissions

- 5.1. Parents/carers may apply to E-ACT for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis.
- 5.2. E-ACT may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the discretion of the senior management of the Academy. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made.
- 5.3. When arranging a chargeable activity, E-ACT will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form (see appendix A) and forward it to the Academy Finance Office and, if requested, provide proof of their income or benefit.
- 5.4. Authorisation of remission will be made by the Headteacher and/or Regional Finance Lead. All parents/carers, however, will have the right of appeal to the Academy, normally represented by the Regional Education or Operations Director.
- 5.5. Parents/carers providing proof of being in receipt of one of the following will be given remission support of charges for chargeable visits:
- Universal Credit (as prescribed in government guidelines on roll-out);
 - Income Support;

² [The Charges for Music Tuition \(England\) Regulations 2007](#)

³ As defined by [s22\(1\) Children Act 1989](#)

⁴ Powers to provide community facilities are detailed in [S27\(1\) Education Act 1996](#)

- Income-based Jobseeker's Allowance;
- Child Tax Credit, as long as they do not receive Working Tax Credit. 38T;
- The Guarantee Element of the State Pension Credit;
- Support under part VI of the Immigration and Asylum Act 1999;
- An income related employment and support allowance that was introduced on 27 September 2008;
- Other exceptional circumstances may be considered by the senior management team at the Academy.

5.6. In the case of uniform support or other chargeable activities remissions will be at the discretion of the Senior Management Team at the Academy.

6. Training

6.1. Finance staff will be trained in the process for charging remissions as part of their standard scheme of work.

7. Responsibilities

The following responsibilities apply in relation to this policy:

- Board of Trustees – has overall responsibility of the application for this policy and its approval
- Chief Financial Officer – has the responsibility to ensure the policy is legally compliant and tailored to E-ACTs circumstances
- RODs/REDs – have responsibility to ensure this policy is applied correctly in their regions and to represent E-ACT on any remissions appeals.
- Headteachers – have responsibility to ensure the policy is applied correctly in their academies
- Teachers – have responsibility to understand the policy and explain its application to parents/carers as appropriate.

8. Monitoring, compliance and impact

8.1. Compliance with this policy will be monitored by the Regional Operation Directors and the internal audit team.

Appendix A
E-ACT

Application for Remission from Charges/Academy Uniform Support

Date:	Name of Pupil :
Name of Parent/Carer:	Signature of Parent/Carer: Date:
Activity/ Funding required for:	Total Cost:
Reason for application/circumstances <i>(Please give details of benefits currently received)</i>	
To be completed by the Academy:	
Granted / Not granted:	

Amount and breakdown of subsidy granted:	Approved by: [Finance and Headteacher to sign]
Time given to pay:	Date:
Can this be funded from Activities For All grant?	Other funding/Budget area?
Distribution List: (if applicable)	
Finance Office:	Headteacher:
Trips Leader:	Other: