Charging and Remissions Policy

Description: This policy ensures that all staff and Governors have clear guidance with regards to charging and remission within the academy.

1 Policy Statement

1.1 KAA believes that all our students should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities. The policy identifies activities for which:

- Voluntary contributions may be requested
- Charges will be made
- Charges will not be made
- Charges may be waived

2 Purpose

2.1 To ensure that all students have access to curricular and extracurricular activities

2.2 To ensure that the processes are clear and uniformly applied across the academy.

2.3 To fulfil the academy's obligations as per 1996 Education Act.

3 Detail

3.1 Voluntary contributions

The academy may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

If the activity cannot be funded without voluntary contributions the Governing Body or Principal will make this clear to parents from the outset.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

3.2 We may seek voluntary contributions for:

- any activity which takes place during school hours;
- school equipment;
- school funds generally

3.3 No charges will be made for

- an admission application;
- 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 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 school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

3.3 **Activities for which charges may be made**

- **Non-residential activities outside school hours**

Non-residential activities (other than those listed in Section 3.2 above) which take place outside school hours.

- **Residential activities which are <u>not</u> part of the curriculum**

The full cost, including any incidental costs, where the trip/residential is not considered to be a required element of the curriculum, but as an optional extra.

- **Residential activities which are part of the curriculum**

Board and lodging costs of residential trips.

- **Music tuition**

Music tuition for individuals or groups where the tuition is provided at the request of the parents / carers.

- **Materials or ingredients for use in Design Technology**

We may charge for ingredients used in food technology classes or in design technology where the child wishes to take items home to keep.

- **Home to school student transport**

Costs incurred by the school in providing home to school transport for students who live outside the school's designated catchment area.

• Extended day services offered to pupils

Costs for individuals or groups for before school or after school enrichment activities provided at the request of parents / carers.

- **Examinations**

We may charge for examination fees in the following circumstances:

  - the examination is on the set list, but the pupil was not prepared for it at the school;
  - the examination is not on the set list but the school arranges for the pupil to take it;

- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee.

3.4 **Remissions**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits. These criteria align with the criteria for Free School Meals and the school must be in receipt of a valid Free School Meals application:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance 5
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Additional categories of parents may claim help with some costs in the following circumstances:

Parents who have:

- Specific individual circumstances that have caused temporary hardship
- Recently moved into hardship but not yet receiving the benefits listed in Category A
- Made a specific request to the Principal for any other justifiable reason

Remission is at the Principal's discretion in these circumstances based on any evidence provided.

3.5 **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have an established system for parents to pay in instalments for some activities.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection as far as possible.