Accrington Academy

Charging and Remissions Policy

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Person responsible	Dana Ellis – Finance Manager
Approval level	Principal

Charging and Remissions Policy

At Accrington Academy, our ethos is clear; we believe that learning is the most important reason for being at the Academy and that nothing should stop learning. To support learning and to create a community that all students and staff want to be a part of, we have a Charging and Remissions Policy that supports access to opportunities for all students. The purpose of the policy is to achieve the following aims:

Key Requirements

Accrington Academy will:

- Provide opportunities for all students to develop their varied interests and talents.
- Enrich students' understanding and practical experience of the curriculum.
- Offer experiences that prepare students for the next stages in their education.
- Support students in developing an understanding and respect for their local community and the wider environment.

Key Principles

Accrington Academy will aim to adhere to the following four principles

1. Statutory framework
2. Links to other policies
3. Principles of Charging and Remissions
4. Implementation

1) Statutory Framework

The Academy Charging and Remissions policy is written in line with the following areas of legislation and guidance:

1.1) Education Act 1996 – Section 457 Education (School Sessions and Charges and Remissions policies (Information) England Regulations 1999. Equality Act 2010.

1.2) In general, no charge can be made for admitting students to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for visits to museums, etc. during school hours. While Academies are independent schools they are funded by government and for the purposes of legislation are regarded as maintained schools.

1.3) The Academy may not charge for anything unless they have drawn up a statement of general policy on charging which meets the requirements of the law. However, the Academy may ask parents for a voluntary contribution towards the cost of:

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

1.4) The contribution must be genuinely voluntary and the students of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

1.5) Academies are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

1.6) No charges may be made for entering students for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents/carers under certain circumstances.

2) Links to other policies

2.1) The Charging and Remissions Policy refers to and is in accordance with the following areas Academy policy: Educational Visits, Teaching and Learning, Equality, Health and Safety and Inclusion.

3) Principles of Charging and Remissions

3.1) The Academy recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

3.2) The purpose of this policy is: to inform colleagues and parents about our charging procedures; to make our programme of trips and activities accessible to as many students as possible; to establish a fair system of charges within the constraints of the Academy budget.

4) Implementation

4.1 Charging

Charges will not be made for activities that form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements. The Academy reserves the right to make a charge in the following circumstances for activities organised by the Academy:

4.1.1 Activities outside school hours: the full cost for each student of journeys, trips, and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.

4.1.2 Activities which take place mainly during the school day and which involve a cost (e.g., a theatre visit to the school, or a day visit to a museum) will only take place if voluntary contributions from parents/carers are sufficient to cover the cost.

4.1.3 The Academy will not cross subsidise other activities from funds received for a different activity.

4.1.4 In practical subject's parents/carers may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the final product.

4.1.5 Where parents request individual music tuition over and above that normally provided voluntary contributions will be requested.

4.1.6 The Academy reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student this charge will always reflect the actual costs of repair and the Academy will not charge a punitive fine.

4.1.7 The charge to the student will never exceed the cost of replacement.

4.1.8 The cost of examination entries for subjects taught within the school will normally be met by the Academy. The Academy may seek to recover the fee from the parents/carers:

- In cases where candidates have failed to meet the Academy's entry criteria but still wish to be entered.

- If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee;

- Where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

4.1.9 In cases where charges are to be levied parents will be advised in advance and monies collected prior to the activity. The Academy will ensure that monies received will be paid into finance at the earliest opportunity.

4.2 Remissions

4.2.1 Requests for help from parents on income support or family credit will be considered and assistance provided within the limits of the Academy's budget. The Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission.

4.2.2 The Academy will utilise monies received in respect of the Pupil Premium to support identified need within the school community.

4.2.3 The Academy may remit charges in full or in part to other parents after considering there specific hardship cases.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Recording and Record Keeping

Any request for remission should be made in person, by telephone or in writing to the Headteacher.

The Headteacher will decide and inform the Chair of Governors and General Purposes Committee.

Records will be archived for 1 year and for longer in exceptional circumstances.

Appeals

Any appeal against the Headteacher's decisions will be dealt with under the Complaints Policy.