

**EMLC
Academy
Trust**

**Charging and
Remissions
Policy
2015/17**

'Every child deserves to be the best they can be'

Scope: EMLC Academy Trust & Academies within the trust	
Version: V1	Filename: EMLC AT Charging and Remissions Policy
Approval: This policy was ratified by the EMLC Academy Trust on: 24th February 2015	Next Review: 23rd February 2017 <i>This policy will be reviewed every 2 years by the Strategic Board</i>
Owner: EMLC AT Strategic Board	

Policy type:	
Statutory	Replaces Academy's current policy

1. PURPOSE & AIMS

- 1.1. The purpose of EMLC Academy Trust's Charging and Remissions policy is to ensure every child who is a registered pupil at our academies has an equal opportunity to benefit from Academy activities and visits (curricular and extra-curricular) independent of their parents' financial means.
- 1.2. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.
- 1.3. The Academy Trust 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 academy year so that parents can plan ahead
 - We have established a system for parents to pay in instalments
 - 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.

2. STATUTORY FRAMEWORK

The policy has been informed by

- *Charging for school activities: Departmental advise for governing bodies, school leaders, school staff and local authorities* (DfE, 2014)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf
- *Education Act 1996, Sections 449 – 462*
<http://www.legislation.gov.uk/ukpga/1996/56/contents>

3. OUR ETHOS

- 3.1. EMLC Academy Trust recognise the valuable contribution that a wide range of additional activities including clubs, practical activities, music lessons, trips and residential experiences can make to a pupils' social and personal care. The academy seeks to provide its pupils with meaningful first hand experiences. From time to time therefore parents will be asked to contribute voluntarily towards the cost of specific activities which are deemed to be of high educational value. It will be made clear to parents that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.

4. CHARGES

4.1 No charges will be made for:

- National Curriculum 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of the Academy's basic curriculum for religious education
- Education provided on any trip that takes place outside Academy 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 Academy, or part of the Academy's basic curriculum for religious education
- A Voluntary contribution may however be requested to help towards the cost of travel and/or other expenses associated with the event or trip.

4.2 The Academy Trust reserves the right to make a charge in the following circumstances for activities organised by the academy:

- Residential Visits

The board and lodging element of residential activities deemed to take place within academy hours.

To facilitate opportunity of access to all, residential visits must be planned to give sufficient time for payment to be made in instalments, as deemed appropriate by the Principal.

- Activities outside Academy Hours

The full cost to each student of activities deemed to be optional extras taking place wholly or mainly outside academy hours.

- Individual Instrumental Tuition

The cost to the student for providing instrumental tuition.

- The Local Governing Body may request that parents/carers provide ingredients and materials as appropriate.
- Examination Fees

Where a student has not been prepared for a prescribed public examination by the academy, the Local Governing Body may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations whether or not prepared by the academy.

If a student fails without good reason to complete the examination requirements for any public examination for which the academy has paid (or is liable to pay) an entry fee, then the Local Governing Body may recover the fee from the parent.

- Damage to academy property and equipment

In cases of wilful or malicious damage to academy equipment either in the academy or on loan to pupils, or damage or loss of academy books, the Principal may decide to make a charge. Each incident will be dealt with on its own merit and at the Principal's discretion.

- General

The Local Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

4.3 Nothing in this policy statement precludes the Local Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional educational activities for students.

5. REMISSIONS

There may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Local Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Principal in consultation with other appropriate academy staff.

Priority is given to students who are looked after (or a child leaving care) and then to students whose parents receive financial support as listed at the end of this section. The final decision is made dependent on the level of funding available, previous support received by the individual student and the understanding of their circumstances. Application forms and their associated outcome decisions are held centrally.

From 6 April 2007, when a residential activity is deemed to take place wholly or mainly within academy hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum, all parents will be advised that the Local Governing Body will remit in full the cost of board and lodging for any student whose parents receive:

- Universal Credit in prescribed circumstances (The government plans to prescribe the circumstances when Universal Credit is fully rolled out);
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 (financial year 2013/14);

- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

6. CHARGES FOR THE USE OF ACADEMY PREMISES AND FACILITIES

The EMLC Academy Trust Lettings Policy sets out the conditions and charges relating to the use of academy premises and facilities.