

PENRICE ACADEMY

CHARGING AND REMISSIONS POLICY

Review Date: July 2019

Legal framework

This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- The Education Act 1996

Penrice Academy is proud of the extensive extra-curricular opportunities provided to students and with the support of parents and carers will endeavour to offer enriching and rewarding activities for every child.

All of our students should have an equal opportunity to benefit from academy activities and visits (curricular and extra-curricular) independent of the financial means of their parents/carers. This charging and remissions policy describes how we will do our best to ensure a wide range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students from taking full advantage of the opportunities.

The 1996 Education Act requires the academy to have a policy on charging and remissions for academy activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

This policy identifies activities for which:

- charges will not be made.
- charges will be made/may be made
- charges may be waived

No charges will be made for:

1. An admission application to the academy – paragraph 1.9 (n) of the School Admissions Code 2012 rules out requests for financial contributions as any part of the admissions process.
2. Education provided during academy hours (including the supply of any materials, books, instruments or other equipment).
3. 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 student is being prepared for at the academy, or part of the academy's basic curriculum for religious education.
4. Instrument or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent or carer.

5. Entry for a prescribed public examination, if the student has been prepared for it at the Academy*.
6. Examination re-sit(s)* if the student is being prepared for the re-sit(s) at the Academy.
7. Education provided on any trip that takes place during Academy hours.

Education provided on any trip that takes place outside Academy hours

- a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or
 - c. part of the Academy's basic curriculum for religious education.

9. Transport provided in connection with an educational trip.

** If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

Activities for which charges may be made:

1. Activities outside Academy hours

Non-residential activities (other than those listed in 3 above) which take place outside Academy hours but only if the majority of the time spent on that activity takes place outside Academy hours (time spent on travel counts in this calculation if the travel itself occurs during Academy hours).

2. Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during Academy time. Students whose parents are in receipt of certain benefits (see remissions policy below) may be given financial assistance towards the cost of board and lodgings. Residential trips deemed to take place outside Academy time (other than for those activities listed above).

3. The cost of external activities which take place wholly or mainly during Academy time, and in respect of educational activities that the Academy proposes to organise as an optional extra for the benefit of students. The cost of activities under this category will be met by seeking specified voluntary contributions from parents.

4. The costs of an examination re-sit or re-mark when it is the parents wish for the examination to be re-sat or re-marked.

5. The costs of any examinations when the Academy agrees to enter a student for an examination for which the student has not been prepared by the Academy.

6. The costs of an examination where a student fails to sit a public examination or fails to complete coursework, without good reasons.

7. The costs associated with individual or group instrumental or vocal music tuition

8. The costs of materials for technology lessons where parents have indicated in advance that they wish to receive the finished item

9. The costs of repairs to buildings, books, equipment etc, when a student's behaviour results in such damage.

10. In the case of instrumental music tuition, Penrice Academy will continue to fund a proportion of the total overall cost of the tuition from the Academy budget subject to availability of funds. In the case of any student being in receipt of free school meals, the Academy will apply to the Music Service for a Bursary and if successful, would allow for such student to receive tuition free of charge.

11. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per student) of provision

12. Charges will be made for music tuition. The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual student or groups of up to four students

13. Charges will be made for the board and lodging component of residential trips. The charge will not exceed the actual cost.

Voluntary Contributions

It is important to note that no child will be excluded from an activity simply because his or her parent/ carer is unwilling or unable to pay but if insufficient voluntary contributions are raised to fund a visit , or the academy cannot fund it from some other source then a planned visit will be cancelled.

Remissions

In order to remove financial barriers from disadvantaged students, 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 charges will be waived.

The Academy would intend that all students should be able to benefit from all educational activities available regardless of parental income. Hence, parents are assured that in the case of genuine financial difficulties they should discuss the matter, in the strictest confidence, with Mr C Knipe (Assistant Principal). Applications for remissions against any activity can be made by parents and carers and should be addressed to the Principal. Each application will be assessed on a case by case basis.

Qualifying Benefits

Parents in receipt of:

- Universal Credit in prescribed circumstances)as advised by the government once the benefit 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 does not exceed the amount published on a yearly basis by HMRC
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27th October 2008.

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 Academy year so that parents can plan ahead
- We have established a cashless payment system that allows for parents to pay in instalments