

Aspire Academy Trust



Charging & Remissions Policy

Date: May 2020

Date of Approval: July 2020

Approved by: Finance, Audit & Remuneration Committee

Review Date: May 2023¹

Revision Log (last 5 changes)

Date	Version No	Brief detail of change

¹ Unless legislation or guidance seeks an earlier review

Aspire Academy Trust – Finance Policy and Manual

Charging and Remissions Policy



Contents

Policy aims and objectives	2
1. Circumstances where no charge is made	3
1.1. Education in School	3
1.2. Transport	3
1.3. Residential Visits	3
1.4. Music Tuition	3
1.5. Examination Fees	3
2. Circumstances where charges may be made	4
2.1. Education	4
2.2. Nursery	4
2.3. Wraparound Care	4
2.4. Music Tuition	4
2.5. School Meals	4
2.6. Activities run by a third party	4
2.7. Transport	4
2.8. Examination Fees	4
2.9. Board and Lodgings	4
3. Circumstances where charges may be waived or are voluntary	5
3.1. Voluntary Contributions	5
3.2. Remissions	5
3.3. Supplementary Information	5
3.4. Breakages and Damage	5

Policy aims and objectives

The purpose of the policy is to:

- establish and clarify what charges can and cannot be made to pupils for activities provided and offered by the Aspire Academy Trust.
- comply with sections 449-462 of the Education Act 1996.
- comply with the requirements of the Trust's and member academy's Funding Agreements with the ESFA/ Secretary of State.
- clarify that in certain cases charges can be considered as discretionary, based on extenuating circumstances. These may include hardship, deprivation and pupil premium.

Aspire Academy Trust – Finance Policy and Manual

Charging and Remissions Policy



1. Circumstances where no charge is made

1.1. Education in School

- 1.1.1. Education provided wholly or mainly during school hours.
- 1.1.2. Admission to school for children of compulsory school age.
- 1.1.3. Activities that are part of the entitlement curriculum (provided wholly or mainly during school hours) for all pupils, or are part of a prescribed examination syllabus, or part of Religious Education.
- 1.1.4. The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum.

1.2. Transport

- 1.2.1. Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport.
- 1.2.2. Transporting registered pupils to other premises where the Trust has arranged for pupils to be educated. (this includes mini bus travel between Aspire premises)
- 1.2.3. Transport that enables a pupil to meet an examination requirement that has been prepared for at and by an Aspire academy.
- 1.2.4. Transport provided in connection with an educational visit, which is part of the entitlement curriculum.

1.3. Residential Visits

- 1.3.1. Education provided on any visit that takes place during school hours.
- 1.3.2. Education provided on any visit that takes place outside of core hours, if it is part of:
 - the entitlement curriculum.
 - a syllabus for a prescribed public examination that the pupil has been prepared for, at and by an Aspire academy.
 - religious education.
 - a residential trip.

1.4. Music Tuition

- 1.4.1. Children learning to play musical instruments as part of:
 - the entitlement curriculum.
 - a syllabus for a prescribed public examination that the pupil has been prepared for, at and by an Aspire academy.
 - religious education.

1.5. Examination Fees

- 1.5.1. Entry for a prescribed public examination that the pupil has been prepared for at, and by an academy. *(The only public examinations that the Trust currently enters pupils for are Key Stage 2 SATs)*

2. Circumstances where charges may be made

2.1. Education

- 2.1.1. Activities that take place mainly or wholly out of school time and are not part of:
- the entitlement curriculum.
 - a syllabus for a prescribed public examination that the pupils are being prepared for.
 - religious education.
 - A residential trip.
- 2.1.2. Where materials, books, instruments, equipment or additional staffing is needed to provide the activity outside of school hours.
- 2.1.3. Materials used in practical subjects, provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.

2.2. Nursery

- 2.2.1. Nursery provision managed by the Academy Trust, can be charged to parents for each child's hours outside of their funded entitlement, and must be invoiced and paid for in advance, where and when practical.

2.3. Wraparound Care

- 2.3.1. Optional clubs as an extension of the school day, that are managed, operated and staffed by the Academy Trust such as Breakfast, After School and Holiday clubs at the set hourly rate, and must be invoiced and paid for in advance, where and when practical.

2.4. Music Tuition

- 2.4.1. The main exception to the rule/principle of free education within school time, allowed by the law is a charge in respect of music tuition.
- 2.4.2. Musical instrument tuition provided to individual pupils or to a group of not more than **four pupils** if the teaching of music tuition is not part of the entitlement curriculum, is an allowable charge.

2.5. School Meals

- 2.5.1. School meals, run by either the Academy Trust or a third party contractor, will be charged per meal at the agreed set rate to eligible parents and children.

2.6. Activities run by a third party

- 2.6.1. Where the academy has permitted a third party to organise an activity within or outside of school hours, and the charges are being collected by the third party and not the Academy Trust.

2.7. Transport

- 2.7.1. Transport that is not required to take the pupil to school or to other premises where the Academy Trust have arranged for the pupil to be provided with education.

2.8. Examination Fees

- 2.8.1. An examination that is independent of the academy curriculum, but the academy arranges for the pupil to take it.

2.9. Board and Lodgings

- 2.9.1. The cost of board and lodging for residential trips, even when taking place largely during school time.

Charging and Remissions Policy

3. Circumstances where charges may be waived or are voluntary

3.1. Voluntary Contributions

- 3.1.1. Although Academy Trusts cannot charge for school time activities, voluntary contributions may be sought from parents for activities that supplement the normal academy curriculum.
- 3.1.2. There is no limit to the contribution level or use of such but the Trust will always ensure the funds are ringfenced for the intended and stated purpose.
- 3.1.3. Requests to parents for voluntary contributions will **ALWAYS** state that:
- there is no legal obligation to make a voluntary contribution;
 - pupils will not be excluded through parents' inability or unwillingness to pay;
 - pupils of parents who cannot contribute will not be treated any differently;
 - where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.
- 3.1.4. Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

3.2. Remissions

- 3.2.1. The Trust may wish to remit in full or in part, the cost of other activities for parents in certain circumstances but the reasons must be clear, documented and consistent.

3.3. Supplementary Information

- 3.3.1. Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as Uniform, P.E. Kit, Calculators, and Pens etc.
- 3.3.2. If uniform is purchased direct from the academy, these will be sold at cost.

3.4. Breakages and Damage

- 3.4.1. Where a student's behaviour results in damage to Trust property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the academy's discretion.