

**Statutory Policy**

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WILDERN ACADEMY TRUST

Charging, Remissions & Examination Entry Policy

Principles

Wildern Academy Trust believes in providing the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

Practice

This policy is based on advice from the DfE May 2018 legislation 'Charging for school activities. Departmental advice for governing bodies, school leaders, school staff and local authorities'. Sections 449-462 of The Education Act 1996 sets out the law on charging for school's activities in local authority maintained schools in England. Academies are required to comply with this Act through their funding agreements. This policy complies with the Trust's funding agreement.

The Trust Board has overall responsibility for approving the charging and remissions policy, which can be delegated to a committee, individual trustee or the headteacher. The Trust Board also has overall responsibility for monitoring the implementation of this policy.

School governing bodies cannot charge for education provided during school hours (including the supply of materials, books, instruments or other equipment), subject to the limited exceptions given in this policy.

It is the policy of the Trust Board:

1. To charge for;
 - a) Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
 - b) Music and vocal tuition, see item 10 for specific circumstances.
 - c) Activities wholly or mainly (in excess of 50%) outside school hours which are not an essential part of the National Curriculum, statutory religious education and/or not a requirement for a prescribed public examination.
 - d) Certain early years provision.
 - e) Community facilities.
 - f) Optional extras, see item 2.
2. Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:
 - a) Education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
 - part of religious education.
 - b) Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
 - c) Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the

- student to be provided with education).
- d) Board and lodging for a student on a residential visit.
 - e) Extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).
3. To charge, except where students are entitled to remission, for all costs of off-site visits. Remission is at the discretion of the Head of School, and will apply to day trips only for Pupil Premium students.
 4. For any residential trips essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.
 5. To make no charge for examination entries, where there is a realistic prospect of a successful outcome except where:
 - a) The school has not prepared the student/candidate for the examination in the year for which the entry is made.
 - b) The examination is not on the set list but the school arranges for the student to take it.
 - c) A student/candidate has failed, for no good reason, to complete the requirements of any public examination where the governing body paid or agreed to pay the entry fee. This includes the student failing to attend or sitting the examination and if this occurs without good reason the fee can be recovered from the student's parent(s)/carer(s).
 6. To make no charge for transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport.
 7. To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be imposed, but which can only be provided if there is sufficient voluntary funding. However, no student will be excluded from such activity by reason of inability or unwillingness to make a voluntary contribution, but if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it may be cancelled.
 8. To seek payment from parents for damage to or loss of school property caused willfully or negligently by their children.
 9. To leave to the Executive Headteacher's discretion, the proportion of costs of an activity which should be charged to public or non-public funds.
 10. The circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition are in line with the Charges for Music Tuition (England) Regulations 2007. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent(s)/carer(s). Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. Charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

Linked Policies:

- Admissions
- Curriculum
- Equality
- Examinations
- Instrumental Lessons
- Offsite Activities
- Teaching and Learning