

St Thomas and St Anne's CE Primary School

# Policy for Charging and Remissions

2023-2024

Adopted September 2023



## **Policy for Charging and Remissions**

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. Is it therefore possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

The Local Authority or governing body may not charge for anything unless they have drawn up a statement of general policy on charging. The governing body's policy may be more or less generous than the Las, as long as it meets the requirements of the law.

### **Voluntary contributions**

Head teachers of governing bodies may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must be genuinely voluntary, though, and pupils 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.

### **Residential Trips**

Schools 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.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

### **Instrumental Music Lessons**

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

### **Public Examinations**

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupil was not prepared for it at the school
- The examination is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee
- The examination is a resit where no further preparation has been provided by the school

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

### **Legislation**

Provisions concerning charging for school activities can be found in sections 402, 450 to 458 and 460 of the **Education Act 1996** and in **The Education (School Session and Charges and Remissions Policy) (Information) (England) Regulations 1999**.

### **Key Documents**

Further detail can be found in **A guide to the Law for School Governors**.