



# **Lostock Hall Academy**

Educating the Future

## **CHARGING AND REMISSION POLICY**

Version 2.0

Related Documents:  
Department for Education (DfE): Charging for School Activities (October 2014)

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### VERSION HISTORY

<b>Version</b>	<b>Date Effective</b>	<b>Changes</b>	<b>Consultation/Approval</b>
1.0		Revised/new policy	
2.0	15.05.15	Updated with DfE guidance	7-15.05.15

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## SECTION 1 - OVERVIEW

### **1.1 Purpose**

Lostock Hall Academy (The Academy) is required to comply with the law (Sections 449-462 of the Education Act 1996) on charging for school activities. This policy aims to identify the activities for which charges will be made, and those for which remissions are made.

### **1.2 Introduction**

There are items and services which The Academy can, and cannot, charge for.

#### **1.2.1 Non-Chargeable Items and Services**

The Academy **cannot** charge for:

- an admission application;
- education provided during school hours (including the use of any materials, books, instruments or other equipment);
- education provided outside school 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 school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- exam entry fees, if the pupil has been prepared for it at the school and
- exam re-sit(s), if the pupil is being prepared for the re-sit(s) at the school.

#### **1.2.2 Chargeable Items and Services**

The Academy **can** charge for:

- any materials, books, instruments or equipment, where the pupil's parent/carer wishes him/her to own them;
- optional extras including:
  - education provided outside of school time that is not:
    - a) part of the national curriculum
    - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
    - c) part of religious education
  - examination entry fee(s) if the pupil has not been prepared for the examination(s) at the academy;
  - transport (other than transport that is required to take the pupil to school or to other premises where the academy has arranged for the pupil to be provided with education)
  - board and lodging for a pupil on a residential visit; and
  - extended day services e.g. breakfast club, after-school clubs, tea and supervised homework sessions;
- music and vocal tuition provided either individually or to groups of any size, provided that the tuition is at the request of the pupils' parents/carers. Charges will not be made for pupils who are looked after by the Local Authority. The charges must not exceed the cost of the provision; and
- use of community facilities.

### **1.3 Voluntary Contributions**

Nothing in legislation prevents the Academy from asking for voluntary contributions for the benefit of The Academy or any Academy activity.

If a particular activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset, and it will also be made clear to parents/carers that there is no obligation to

make any contribution. If insufficient voluntary contributions are raised to fund an activity, and the academy cannot fund it from some other source, then the activity will be cancelled.

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## **SECTION 2 - CHARGING POLICY**

### **2.1 General charging**

The Academy will make charges in the following circumstances:

- the full costs of board and lodging on residential visits;
- the costs associated with individual or group tuition in the playing of a musical instrument, whether in or out of school time; provided that the tuition is at the request of the pupil's parents/carers.
- the full costs or re-sits of prescribed public examinations where no further preparation has been provided by the school;
- the full costs of entering a pupil for a public examination where the Academy has decided there are educational reasons for not entering the pupil;
- the full costs of entering a pupil for a prescribed public examination where the pupil fails to attend the examination without good reason e.g. sickness;
- the cost of ingredients or materials for practical subjects where the parents/carers have indicated a wish to own the finished product; and
- the costs (full or partial, at the Academy's discretion) of breakages caused by pupils. A charge is unlikely to be made for accidental breakage, unless the pupil was not heeding previously stated safety procedures. The recovery of the full cost of deliberate damage, breakage or vandalism will be sought by the school.

### **2.2 Education partly during school hours<sup>1</sup>**

- Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.
- If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.
- Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **2.3 Non-residential activities**

- If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

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<sup>1</sup> Sections 2.2 to 2.4 inclusive are taken from Department for Education (DfE) 'Charging for school activities' October 2014.

- Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## **2.4 Residential visits**

- If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

### **Example 1**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

### **Example 2**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## **SECTION 3 - REMISSIONS POLICY**

### **3.1 Eligibility criteria for remission of charges**

It is the policy of the Academy that remission of charges will be made in respect of parents/carers who are in receipt of:

- Universal Credit in prescribed circumstances (as defined by the government);
- Income Support;
- Income-Based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income does not exceed £16190 (2013/14)
- the guarantee element of State Pension Credit; and
- an income-related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

### **3.2 Calculation of the value of remitted charges**

Remission charges will be calculated against:

- costs towards board and lodging on residential visits in term time;
- costs toward board and lodging on residential visits outside school time which are covered by the following criteria:-
  - to fulfil any requirements specified in the syllabus for a prescribed public examination;
  - specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10(b) of the 1988 Education Reform Act (The Act); and
  - specifically to fulfil statutory duties relating to Religious Education imposed by Section 10(b) of The Act.
- the costs associated with individual or group tuition of the playing of a musical instrument, whether in or out of school hours;
- the costs of individual instrumental tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum; and
- the full costs of entering a pupil for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the pupil should the pupil gain a pass grade in the said examination.

The Headteacher may use discretion for cases of genuine hardship or situations arising from exceptional circumstances.

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