



Academies Trust
(UKAT)

Charging and Remissions Policy

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1. Aims

Through this policy, The University of Kent Academies Trust (UKAT) aims to ensure it meets its statutory obligations regarding charging and remissions and to set out the types of activity that can be charged for and when charges will be made. UKAT is committed to the principles of inclusion and equality so that all students have an equal opportunity to access a wide range of educational experiences.

With this in mind, this policy is designed to ensure that UKAT academies

- Include all their students in all their activities and students are not excluded when they cannot pay for activities
- Provide as many activities free of charge as possible
- Set out when charges will be made
- Are clear about the circumstances in which charges are not made (remissions)

No student will be excluded from an activity because their parent/carer are unwilling or unable to pay for that activity. If the academy is unable to raise enough funds for an activity or visit for all students, then it will be cancelled. While there is always an opportunity for parents/carers to make voluntary contributions (see section 7), there is no obligation for parents/carers to make any such contribution and this will not lead to exclusion of the children of those parents/carers from any activity.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. This policy complies with our funding agreement and articles of association.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Where charges cannot be made

Below we set out **what the academy cannot charge for**:

4.1 Education

- Admission applications
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside academy hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the academy
 - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at

- the academy
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy

4.2 Transport

- Transporting registered students to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the academy or local authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the academy
- Transport provided in connection with an educational visit

4.3 Residential visits

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the students is being prepared for at the academy
 - Religious education
- Supply teachers to cover for those teachers who are absent from academy accompanying students on a residential visit

5. Where charges can be made

Below we set out **what the academy can charge for**.

5.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (e.g. peripatetic music lessons)
- Certain early years provision (e.g. additional hours in a Nursery class)
- Community facilities

5.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of academy time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the academy
 - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the academy
- Transport (other than transport that is required to take the student to the academy or to other premises where the local authority has arranged for the student to be provided with education)

- Board and lodging for a student on a residential visit
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- Bank/finance charges incurred processing payments

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

5.3 Damage or loss to property

A charge will be levied in respect of wilful damage, neglect or loss of academy property (including premises, furniture, equipment, books or materials). The charge levied will be the lower of the cost of replacement or repair.

A charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the Trust.

5.4 Music tuition

The academy can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a student who is looked after by a local authority

5.5 Residential visits

The Trust can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the academy is able to ask for voluntary contributions from parents/carers to fund activities during academy hours which would not otherwise be possible.

Some activities for which the academy may ask parents for voluntary contributions include:

- Trips (including transport)
- Sports activities
- Workshops

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the academy is unable to raise enough funds for an activity or visit, then it will be cancelled.

Sample phrase to be added to trip letters:

*To enable this trip to proceed we are asking for a donation of **£ per student**. However, we will be unable to proceed with the trip unless it is clear that there will be sufficient contributions for it to be financed.*

7. Communication with parents/carers

Academies should make every effort to:

- Ensure parents/carers are given plenty of notice of expensive trips
- Establish systems so that parents/carers can pay by instalments
- Extend systems for payment by instalment of the trip arises at short notice
- Establish online payments systems for parents/carers convenience

8. Remissions

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits. However, a voluntary contribution, at a reduced rate will be requested:

- Income Support
- Income-based Jobseekers 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 that Working Tax Credit is not also received, and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Charges can be made for activities, trips and visits.

9. Refunds

If the academy has overcharged or there are amendments to the cost of the trip/event, the academy will reimburse parents/carers as long as the sum per student is greater than £10.