


# Charging & Remissions Policy

## Reviewed Sept 2026

## School Vision

We shine like stars to achieve and make a difference in the world, knowing that with God, all things are possible.




# Charging Policy

**General**

1.1 Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for charges in connection with "Education" at that school.

1.2 This policy statement makes the distinction between those activities undertaken at Aspull Church Primary School for which the governing body is prohibited from charging for the service provided and those activities/services for which it is permitted to levy charges.

**Prohibition of Charges**

2.1 This school is prohibited from raising a charge in respect of the following:

A) Admissions

No charge shall be made in respect of admissions to the school. The only circumstance where this may not apply is when:

i) part time education is being provided to individuals over school age;
ii) full time education has been provided to persons over 19 years of age; and
iii) teacher training.

B) Provision of Education

As part of its statutory responsibilities, this school will not charge for the education of registered pupils at the school for education provided during normal school hours with the exception of:

i) Tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four pupils unless the tuition is part of a syllabus for a public examination for which the pupil is being prepared by the school, or part of the implementation of the National Curriculum. This also applies to tuition for playing a musical instrument when the tuition if required as part of the syllabus for which the pupil is being prepared for public examination.

ii) If the music tuition is provided out of school hours and not being aimed for public examination, then charges may be levied accordingly.

iii) if the pupil is looked after by the Local Authority (within the meaning of Section 22(1) of the Children Act 1989) no charge may be made.

Early Years Provision –

i) The school can charge for education which is early years provision provided that the early years provision is not made in pursuance of the duty imposed by Section 7 of the Childcare Act 2006 or for early years provision for a pupil who is of compulsory school age.

Education provided outside of school hours –

i) No charge shall be made if it is part of the national curriculum, part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school; part of religious education or early years provision in pursuance of the duty imposed by Section 7 of the Childcare Act 2006.

C) <u>Education provided partly during and partly outside school hours</u>

i) Where an activity takes place partly during and partly outside school hours a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of the syllabus for a prescribed public examination that a pupil is being prepared for at the school and not part of religious education.

ii) The basis for determining whether the activity is deemed to take place either inside or outside school hours is if 50% or more of the time together with any connected school travelling time falls during school hours, so much of the education provided during that period as is provided outside school hours

shall be treated as provided during school hours. In any other case so much of the education provided during that period as is provided during school hours shall be treated as provided outside school hours. School hours do not include the break in the middle of the day.

"Connected school travelling time" means time spent during school hours by the pupils taking part in the activity concerned in getting to or from the place where the activity takes place.

iii) Where any education is provided on a residential trip if the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip. (Half day means any period of 12 hours ending with noon or midnight on any day). It is deemed to have taken place during school hours (even if some activities take place late in the evening).

D) Examinations

i) Charges cannot be made in respect of an entry of a registered pupil at the school for a prescribed public examination in any syllabus for that examination for which the pupil has been prepared at the school. There are however some exceptions to the rule and these include:

- In terms of wasted fees where the governing body of the school have paid or are liable to pay a fee in respect of the entry of the pupil at the school for a public examination in any syllabus for that examination and the pupil fails without good reason to meet any examination requirement for that syllabus the school may recover the amount of the fee from the pupil's parent.

E) Incidental Charges

i) The parents of pupils registered at the school may not be charged for or asked to supply any materials, books, instruments or other equipment for, or in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the pupil has been prepared at the school.

ii) Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.

iii) Charges will not be made for transport provided for a registered pupil if the transport is incidental to the statutory education provided by the school or is required to allow a pupil to meet any examination

requirement for any syllabus for a prescribed public examination for which they have been prepared by the school.

For these purposes, transport is incidental to statutory education provision if it is provided for the purpose of carrying such pupils to or from any part of the school premises in which education is provided or, to and from any place outside the school premises where such provision is made.

NB: Transport costs are only applicable if education is completed off site e.g. coach to swimming baths, other educational establishments etc.

**Permitted Charges**

3.1 The school may raise a charge to the parents of pupils concerned for the following:-

i) Education provided outside of school time that is not:

a) Part of the national curriculum
b) Part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school
c) Part of religious education

ii) Examination entry fee(s) if the registered pupil has not been prepared for the examination at the school.

iii) Board and lodging provided to a registered pupil on a residential trip;

iii) The provision of extra curricular activities out of school hours such as sports clubs, summer schools, childcare and tap in services;

iv) Additional transportation costs, which are not incidental to the education, provided to registered pupils;

iv) Music and vocal tuition in limited circumstances.

v) Certain early years provision

vi) The provision of facilities that can be used by the local community such as out of hours/holiday childcare, summer school and sports club.

Any charge that is raised will be payable by the parents of the pupil concerned and will not exceed the actual cost of providing the optional extra.

**Voluntary Contributions**

**i)** School may invite parents and others to make voluntary contributions, for the benefit of the school or any other school activities. However, if the activity cannot be funded without voluntary contributions the governing body and headteacher should make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

**ii)** The governing body or headteacher must also make it clear to parents that there is no obligation to make any contribution. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

**iii)** The information sent to parents and schools should make it clear at the outset what the policy for allocating places on school visits will be.

**Remissions Policy**

**REMISSIONS POLICY IN CONNECTION WITH EDUCATION**

## 1. General

1.1. Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for remissions in connection with Education at that school.

1.2. This policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE "Charging for School Activities" (November 2013).

1.3. This policy sets out the circumstances in which the governing body propose to remit (in whole or in part) any charge which would otherwise be payable to the governing body in accordance with the Charging Policy.

## 2. Remissions

2.1. There will be complete or part remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if the education provided on the trip is in respect of any visit that takes place during school hours; on any visit that takes place outside of school hours if it is part of the national curriculum or part of a syllabus for prescribed examination that the pupil is being prepared for at the school, or part of religious education and the parent of a pupil can prove that they are in receipt of certain state income benefits.

2.2 The Governing Body will meet (in whole or part) any charge due to the school/LA for the cost of optional extras or payable board and lodging for a registered pupil at the school if the parents are entitled to state income benefits which they can prove.