



Charging and Remissions Policy

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Executive Leadership Team (ELT) Owner:	Chief Financial Officer
<i>Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually. Should no substantive changes be required at that point, the policy will move to the next review cycle</i>	

Version Control		
Version	Date	Changes
1.0	30/06/2026	In-cycle policy review and re-approval

Policy Purpose and Summary:

This statutory policy outlines E-ACT's obligations regarding charging and remissions. It details the activities our academies can charge for, how charges will be applied, and who may qualify for help with costs. It also includes any applicable exemptions.

Summary of changes at last review:

Section 6: Updated to reflect voluntary contributions usage and right to cancellation of trips
Section 15: Updated to reflect structure change to include Executive Headteachers
Section 18: Addition of School Minibus usage and charges

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1. Introduction

- 1.1 This policy has been adopted by the Trustees of E-ACT is applicable across all E-ACT schools. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each the Headteacher of each school that is part of E-ACT. There are not any discretions in the policy that apply to an individual school. This policy will be reviewed formally by the MAT Trustees in line with the agreed timetable for policy review or sooner as events or legislation changes require.
- 1.2 E-ACT values the contribution of activities like clubs, trips, and residential experiences to pupils' personal and social education. We aim to provide these activities as part of a broad curriculum and as optional extras, reserving the right to charge for certain activities.

2. Scope

- 2.1 This policy applies to academies and should also be read by parents/carers.

3. Legislation and regulation

- 3.1 The legislative and regulatory basis for charging and remissions is found in:
 - Sections 449 – 462 of the Education Act 1996¹
 - [The Charges for Music Tuition \(England\) Regulations 2007](#)
 - [s27\(1\) The Education Act 1996](#)

4. Definitions

- 4.1 **Charge:** A fee for specific activities.
- 4.2 **Remission:** The cancellation of a charge which would normally be payable.

5. Charging

- 5.1 What we cannot charge for:
 - Education during academy hours
 - Admission applications
 - Education outside academy hours if part of the National Curriculum, a prescribed public examination syllabus, or religious education
- 5.2 What we can charge for:
 - Optional extras like, but not restricted to
 - education outside academy time not part of the curriculum,
 - examination entry fees for subjects not offered at the academy,
 - transport not taking a pupil to the academy,
 - board and lodging on residential visits
 - extended day services like breakfast and after-school clubs
- 5.3 Parents/carers will be notified in advance of any activities and their costs. Charges will not exceed the total cost of providing the activity.

6. Charging for residential activities

- 6.1 If the activity is during academy hours, charges will be made for board and lodging. Parents/carers will be notified in advance, and charges will be calculated based on the total cost per pupil.

¹ <http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III>

- 6.2 Charges will follow government guidelines and consider parents' circumstances. Voluntary contributions will be invited to cover other costs associated with the visit such as transport or admission charges. The Academy may cancel trips if they are not financially viable, and parents will be notified in advance.

7. Materials, equipment and ingredients

- 7.1 E-ACT may ask for contributions towards the cost of materials, equipment, and ingredients for activities during academy hours. Parents/carers are responsible for costs related to voluntary and optional activities outside academy hours.
- 7.2 It is the parent/carer's responsibility to supply academy uniform including PE kit.

8. Examination fees

- 8.1 No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the Academy. If a pupil fails without reasonable cause to complete the examination requirements of a second attempt, the fee will be recovered from the pupil's parents/carers. In exceptional circumstances, such as the illness of the pupil, the fee may be paid by the Academy.
- 8.2 For public examinations for a subject/course not delivered by the Academy, a charge for the cost of entering the pupil for the examination may be made.
- 8.3 The Academy will review which pupils should be re-entered for exams. This will be paid for by the Academy. Parents/carers can request to pay for a re-sit if the Academy has not re-entered the pupil as part of their review.

9. Music tuition²

- 9.1 Charges may apply for individual music tuition unless it is part of the syllabus for a prescribed public examination, required by the National Curriculum, or provided under specific programmes.

10. Community users³

- 10.1 The Academy may let its premises and facilities to community members, organisations, businesses, charities, and sports clubs.

11. General

- 11.1 E-ACT may amend the categories of chargeable activities within legislative confines.
- 11.2 Nothing in this policy precludes E-ACT from inviting parents/carers to make a voluntary contribution towards the cost of providing education for pupils.

12. Remissions

- 12.1 Parents/carers can apply for remission of charges or financial support for uniform items on a case-by-case basis. Applications must be submitted in confidence with proof of income or benefits by completing the Application for Remission form (Appendix A).

² [The Charges for Music Tuition \(England\) Regulations 2007](#)

³ Powers to provide community facilities are detailed in [S27\(1\) Education Act 1996](#)

- 12.2 Parents/ who can prove they are in receipt of any of the following benefits can apply to get all or part of the cost remitted:
- Universal Credit (as prescribed in government guidelines on roll-out)
 - Income Support
 - Income-based Jobseeker's Allowance
 - Child Tax Credit, as long as they do not receive Working Tax Credit.
 - The Guarantee Element of the State Pension Credit
 - Support under part VI of the Immigration and Asylum Act 1999
 - An income related employment and support allowance that was introduced on 27 September 2008
 - Other exceptional circumstances may be considered by the senior management team at the Academy
- 12.3 The Headteacher will consider and approve/decline applications. All parents/carers will have the right of appeal to the Academy, normally represented by the Education Director/Executive Headteacher.
- 12.4 In some circumstances, the Academy may not charge for items or activities such as school trips/activities. This will be at the discretion of the Headteacher and will depend on the trip/activity in question.

13. Voluntary contributions

- 13.1 Academies may ask for voluntary contributions for activities like school trips and workshops. No child will be excluded if parents are unable to pay, but activities may be cancelled if insufficient funds are raised.

14. Damaged or lost property

- 14.1 Lost items of clothing, such as school uniform, cannot be refunded by the Academy, however they will make every effort to help lost items to be found.
- 14.2 If a child intentionally damages or defaces academy property a meeting will be held with parents/carers to discuss a fair resolution. This could result in a charge to replace or restore the damaged property.
- 14.3 Similarly, the Academy will not fund replacement or repairs of property which has been damaged through an incident between children, between adults or between children and adults.

15. Responsibilities

- 15.1 The following responsibilities apply in relation to this policy:
- **Board of Trustees:** Overall responsibility for policy application and approval
 - **Chief Financial Officer:** Ensures legal compliance and policy tailoring
 - **Education Directors/Executive Headteachers:** Ensure correct policy application and represent E-ACT in remissions appeals
 - **Headteachers:** Implement the policy consistently
 - **Teachers:** Understand and explain the policy to parents/carers

16. Monitoring, compliance and impact

- 16.1 Compliance with this policy will be monitored by Finance Business Partners and the internal audit team.

17. Refunds for trips

- 17.1 Any refunds for trip costs from external organisations will be passed to parents/carers. A child's absence does not guarantee a refund. Payments and refunds are managed via ParentPay.

18. School minibuses

- 18.1 No charges for transport will be made to pupils transported in a school minibus, for whatever activity and whether this is during or out of school hours.

19. Links with other policies

- 19.1 This policy links to the following policies and procedures:
- Trips and Visits Policy

Appendix A

Application for Remissions from Charges / Academy Uniform Support

Date:	Name of Pupil:
Name of Parent/Carer:	Signature of Parent/Carer:
	Date:
Activity/ Funding required for:	Total Cost:
Reason for application/circumstances <i>(Please give details of benefits currently received)</i>	
To be completed by the Academy	
Granted / Not granted:	
Amount and breakdown of subsidy granted:	Approved by: [Finance and Headteacher to sign]
Time given to pay:	Date:
Can this be funded from the Academy budget?	Other funding/Budget area?
Distribution List: (if applicable)	
Finance Business Partner:	Headteacher:
Trips Leader:	Other: