



ARCHBISHOP  
SENTAMU  
ACADEMY  
*Church of England*

**Charging and Remissions Policy**

**October 2015**

*"I have come that they may have life, and may have it in all its fullness" John 10:10.*

Approved by Archbishop Sentamu Academy, Local Governing Committee on 19<sup>th</sup> October 2015

Next review due October 2018

# Archbishop Sentamu Academy

## Christian Aims and Values

### Values

Inspired by God: Father, Son and Holy Spirit we **Aspire** to be a community founded upon mutual trust where everyone is loved for who they are. We seek to **Serve** others by putting their needs before our own and believe that working together, with God's help, we can **Achieve** more than we could alone.

As a Church of England Academy, our core values are trust, love and community:

- **Trust** is essential to human life and lies at the heart of all successful relationships. With wisdom and understanding, we can learn to trust. We aim to do this by being reliable and not letting others down. In this way we, can help each other feel safe;
- Jesus has shown us love. We try to reflect that **love** to those around us by being sensitive to the needs of all members of our Academy community;
- We aim to be an inclusive **community**. Each person is needed, valued and important. When things go wrong we will forgive each other and make a fresh start. We will share what we have with those in need and try to treat others as we would like them to treat us.

### Aims

As a Church of England Academy we aim to:

- Treat students, staff and visitors with respect;
- Incorporate and promote the values behind the academy motto; Aspire, Serve, Achieve in all we do;
- Instill a sense of self-worth and value in every student;
- Encourage student participation in the planning and the running of our Academy wherever possible;
- Encourage religious literacy as a way of interpreting the world around us;
- Encourage, challenge and support every person to achieve his or her potential.

# Archbishop Sentamu Academy

## Charging and Remissions Policy

### 1 Statement of Policy

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

### 2 Statement of Policy Review

The Board of Trustees has agreed that this policy will be reviewed on a three yearly basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be **October 2018**

## 3 Charging and Remissions Policy

### 3.1 Charges are not made for

- Admission to the Academy;
- Education that takes place during officially recognised Academy hours (but see below);
- Activities relating specifically to the Academy Curriculum;
- Entrance fees for prescribed examinations;
- The first re-sit examination where the student has been attending specific re-sit lessons in a specific GCSE subject;
- Where there are a large number of candidates with exam results that are unsatisfactory in a specific subject, and the Principal supports the request, the Academy will pay for an appeal;
- Transport costs during Academy hours (but see 'Voluntary Contributions');
- Academy equipment, materials, facilities, etc. used by students;
- Activities or visits taking place wholly or mainly during Academy hours (i.e. at least 50% during Academy time); and,
- Education which relates to:
  - Syllabuses for prescribed examinations,
  - The implementation of the National Curriculum,
  - Religious Education, or
  - Musical tuition if it forms part of the curriculum or a prescribed syllabus.

### 3.2 Charges may be made for

- Charges may be made for some activities that are known as ‘optional extras’. This includes:
  - education provided outside of school time that is not:
    - part of the national curriculum;
    - part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
    - part of religious education.
  - examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
  - transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions). In 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, this includes supply teachers engaged specifically to provide the optional extra; and
    - 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

- Individual music tuition (instrumental and vocal) for which there is a parental agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination. Such charges will not exceed the cost of the provision and no charge will be made in respect of a student looked after by the Local Authority;
- Wilful damage to Academy property, equipment or furniture;
- Lost or damaged text or exercise books;
- Ingredients and materials for subjects such as DT and Food Technology where parents have indicated a wish to own the finished product (payment could be in kind);
- The recovery of examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the Academy has paid an entry fee;
- Examinations for which a student has not been prepared in Academy or during Academy hours;
- Examination entries where there is a request from the parent for additional subject entries to be made which are not supported by the Academy;

- Where amendments to examination entries are necessary after the deadline rule (NB. The Examinations Officer is responsible for any administration necessary to prevent a similar recurrence);
- Re-sits for 'A' Level/'AS' modules or GNVQ unit tests (NB. It will be the responsibility of Heads of Departments to inform the Examinations Officer and collect payment from parents prior to the examination); and
- Individual appeals by one candidate to the Board based on parental requests in which case payment must be made before the appeal is lodged.
- Community facilities

### 3.3 Residential Visits

The Academy will not charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

The academy may charge for:

- board and lodging (the charge will not exceed the actual cost.)
- Items that fall under the definition of optional extras (see above)

Visits during Academy hours (i.e. more than 50% of the time) can include:

- No charge for education provided;
- No charge for travel;
- Charges may be made for board and lodgings (see above).

### 3.4 Remission of Charges

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit monies up to the full cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

Such benefits include

- Universal Credit in prescribed circumstances;
- Income Support (IS); • Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- 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 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full.

### **3.5 Voluntary Contributions**

These may be requested for any activity, whether during or outside Academy hours, residential or non-residential.

There is no restriction placed on the use which can be made of such contributions and there will be no obligation to contribute.

Students will not be treated differently according to whether or not their parents have contributed and if an activity/visit, etc., cannot be funded without certain voluntary contribution and these indicated contributions are not forthcoming, the activity/visit might not take place.