ASIS Charging and Remissions Policy

Approved by Governing Body on:	9th July 2026
Date of next review:	July 2027
Review cycle	Annual
Policy owner:	Headteacher
Location of policy	School website
Policy control record updated by Clerk to Governors	Yes
Date of last amendments	May 2026

ASIS Charging and Remissions Policy

Aims

We aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

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.

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

Roles and responsibilities

Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy.

Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents/carers

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

Where charges *cannot* be made

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

Education

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments, or other equipment).
- Education provided outside school hours if it is part of:
- the National Curriculum
- a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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.

- Entry for a prescribed public examination if the pupil has been prepared for it at the school. (If a pupil fails, without good reason, to meet any examination requirement for a syllabus. In such cases a charge will be made).
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school (If a pupil fails, without good reason, to meet any examination requirement for a syllabus, in such cases a charge will be made).

Transport

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

Residential visits

- 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
    - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Where charges *can* be made

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

Education

- Any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Certain early years provision – if hired out

- Community facilities - if hired out

Optional extras

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

- Education provided outside of school time that is not part of:
  - the National Curriculum
  - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Examination entry fee(s) may be charged to parents/carers if:
  - the pupil was not prepared for the examination at the school
  - the examination is not on the National Curriculum, but the school arranges for the pupil to take it
  - a pupil fails, without good reason, to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (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.

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

Any charge will not include an element of subsidy for any other pupils 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 school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

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

Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parents/carers.

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 pupil who is looked after by a local authority

Residential visits

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

Voluntary contributions

As an exception to the requirements set out in the 'Where charges *cannot* be made' section of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible.

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

Remissions

In some circumstances the school may not charge for items or activities set out in the 'Where charges *can* be made' section of this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.

Remissions for residential visits

Parents/carers who can prove they are currently in receipt of the following benefits (i.e. not ever 6) will be exempt from paying the cost of board and lodging for residential visits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual income of no more than £16,190
- The guarantee element of State Pension Credit.

Monitoring and review

This policy will be reviewed by the Governing Body annually.