SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

Charging & Remissions Policy

Internal & External Use

Policy Owner:	Emma Turner CFO
Review Cycle:	Annually
Date of last review:	September 2026
Date of next review:	September 2027

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Introduction

This policy sets out when the school will charge parents and when parents will be entitled to the remission of charges.

We are committed to developing the faith, service, personal development and academic progress of all students. Therefore, we aim to provide every student with a wide set of opportunities and experiences to support them in becoming the best version of themselves. This philosophy guides our Charging and Remissions policy, and, where at all possible, the actions schools take to remove barriers to participation and promote inclusion.

Main Content

A list of activities for which charging is <u>not</u> permitted

- An admission application to any state funded school – paragraph 1.9(n) of the 'School Admissions Code 2021' rules out requests for financial contributions as any part of the admissions process;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- education provided on any residential visit that takes place during school hours; and
- education provided on any residential 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 pupil is being prepared for at the school, or part of 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;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

A list of activities for which charging <u>is</u> permitted

- The full cost of board and lodging on a residential visit (subject to any statutory and discretionary remissions, see below). However, the charge must not exceed the actual cost;
- The full cost of activities which take place wholly or mainly outside school hours but which is not:
    - part of the national curriculum;
    - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
    - part of religious education.

- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions);
- Transport, other than:
    - transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
    - transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; or
    - transport provided in connection with an educational visit;
- Examination entry fee(s) may be charged by the school if:
    - the examination is on the set list but the pupil was not prepared for it at the school;
    - the examination is not on the set list 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 governing body or local authority originally paid or agreed to pay the entry fee.
- Any materials, books, instruments, or equipment, where the pupil's parent wishes for them to own;
- Community facilities and
- Music tuition in limited circumstances (see below).

Music tuition

Can be charged for where the provision of tuition in singing or playing a musical instrument during school hours (whether provided individually or to a group of any size) is made at the request of the pupil's parent. Charges cannot exceed the cost of the provision. See the above on playing a musical instrument outside of school hours.

Cannot be charged for when:

1. Tuition is provided following a duty imposed by section 88 of the Education Act 2002 (implementation of National Curriculum for England);
2. Education provided to a class of pupils in Key Stage 2, which follows the DfE's policy "Instrumental and Vocal Tuition at KS2" (to enable pupils to decide if they wish to receive further music tuition); or
3. See also in respect of Looked After Children (below).

Transport

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;

- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.

Remissions – the minimum legal requirement

A: Parents on Benefits

- When the school informs parents about a forthcoming residential visit, it must make clear that parents who are in receipt of certain benefits are exempt from paying the cost of boarding and lodging. The list of benefits to which this applies can be found here: https://www.gov.uk/apply-free-school-meals.

B: General Remission

- The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music lessons together at a reduced cost.

C: Looked After Children

- No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

Voluntary contributions

There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead. Contributions are voluntary and no student will be treated differently according to whether or not their parents have made any contribution in response to this or any other request.

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