



CHARGING AND REMISSIONS POLICY

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1. Aims

Our College aims 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. 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 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Board of Trustees

The Board of Trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual Trustee, a director, or the headteacher.

The Board of Trustees also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Chief Financial Officer.

Monitoring the implementation of this policy has been delegated to the Principal.

4.2 Principal

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

4.3 Staff

Staff are responsible for:

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

The College will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

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

5.1 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 College
 - 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/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the College
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the College

5.2 Transport

- Transporting registered pupils to or from the College premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Board of Trustees or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the College
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during College hours
- Education provided on any visit that takes place outside College 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 College
 - Religious education
- Supply teachers, covering for teachers who are absent from College, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the College **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 College
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the College
- Transport (other than transport that is required to take the pupil to College or to other premises where the LA or Board of Trustees 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

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 that is to be charged for.

6.3 Music tuition

Schools 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 parent/carer.

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

6.4 Residential visits

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

6.5 Boarding

All Boarding fees are payable by parents of boarding students under the terms of the College Boarding Agreement. There are different arrangements for boarders in the Senior School and Sixth Form regarding the terms of notice and level of charge. These are laid out in the boarding agreements. Parents/Carers pay a specified deposit when accepting a boarding place and this is credited against the final term's boarding fees.

Parents/Carers will be sent a termly statement of their boarding account. Failure to pay the fees at the date specified in the boarding agreement will ensure that the outstanding debt will be referred to the Sapientia Education Trust (SET) Board. The Board will direct what further action is to be taken. Under the terms of The School Attendance (Pupil Registration) (England) Regulations 2024, this may

result in the student leaving the College at the end of the term in which the fees are due should the fees remain unpaid. Where the Board is required to take legal action for the recovery of fees, all charges associated with this action will be passed onto the parent(s)/carer(s) concerned. The charge for boarding must not exceed the actual cost of the provision.

6.6 Day boarding

Day Boarding fees are payable by the parent(s)/carer(s) of students who choose to Day Board under the terms of the Day Boarding agreement. Day Boarding is not a category of admission. Failure to pay Day Boarding fees that are owed may result in the Day Boarding facility be withdrawn and students will attend thereafter as day students.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the College is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the College may ask parents/carers for voluntary contributions include:

- Performances or events given by outside agencies in the College to supplement the curriculum;
- Trips and visits which enrich the curriculum or life of the College;
- Recreational trips or visits;
- Revision or study opportunities outside the school day or in the holidays;
- Materials for curriculum areas.

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 College is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The College will charge for the following activities:

- Wymondham Life activities which incur a charge to facilitate
- Optional meals in the evening.

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.

For regular activities, the charges for each activity will be determined by the Principal and reviewed in the Spring term. Parents/carers will be informed of the charges for the coming year prior to the Easter holidays each year.

9. Remissions

In some circumstances, the College may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Board of Trustees and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- › Income Support
- › Income-based Jobseeker's Allowance
- › Income-related Employment and Support Allowance
- › Support under part VI of the Immigration and Asylum Act 1999
- › The guaranteed element of Pension Credit
- › Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- › Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- › Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. Monitoring arrangements

The Head of Operations monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head of Operations annually.

At every review, the policy will be approved by the Chief Financial Officer.