



# Charging & Remissions Policy

North Kesteven Academy  
2025-26

Introduction Date: Summer Term 2025  
To be Reviewed: Summer Term 2026



North  
Kesteven  
Academy

*Think Excellence*

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## Statement of Intent

This policy sets out on what basis the Academy can charge parents and carers for various services and activities, and also sets out the Academy's policy in respect of remissions.

North Kesteven Academy is committed to ensuring equal opportunities for all students, regardless of financial circumstances and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

### 1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Academies Act 2010
- Children Act 1989
- DfE (2018) 'Charging for school activities'
- DfE (2024) 'Academy trust handbook 2024'
- DfE (2024) 'Academy trust governance guide'
- 'What academies and further education colleges must or should publish online'
- Education Act 1996
- Freedom of Information Act 2000
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- The Trust's Funding Agreement

This policy operates in conjunction with the following academy policies:

- Complaints Procedures Policy
- Data Protection Policy
- Financial Procedures Policy

### 2. Summary of Charges and Remissions

The academy trust **cannot** charge for:

- an admission application as any part of the admissions process
- education offered during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside of school hours if it is part of the compulsory curriculum or part of a syllabus
- for a prescribed public examination that the student is being prepared for at school, or part of religious education
- musical tuition for students learning individually or in groups, unless the tuition is provided by an external provider at the request of a student's parent
- entry for a prescribed public examination, if the student has been prepared for it at the school
- examination re-sits if the student is being prepared for the re-sit at the school

The academy trust **can** charge for:

- any materials, books, instruments or equipment where the student's parent wishes him/her to own them
- optional extras \*
- music and vocal tuition if requested by the student's parent whether this is individually or in a group
- community facilities

\*Optional extras are:

- education that is provided outside of school time (8.45am-3.15pm) that is not:
  - part of the compulsory 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 North Kesteven Academy
- entrance fee for music exams (at the request of parents)
- transport (other than transport that is required to take the student to school or to other premises where the academy trust have arranged for the student to be provided with an education)
- board and lodgings for a student on a residential visit
- extended day services offered to students

Participation in any optional extra activity will be provided on the basis of parental choice and a willingness to meet these charges. Parental agreement will therefore be sought.

In calculating the cost of optional extras, amounts may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra. This may include ParentPay processing fees incurred
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an 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

Any charge made in respect of an individual student must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, 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 students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The academy trust will also ensure that parents on low incomes and in receipt of certain benefits are informed of the support available to them when being asked for contributions to the cost of school visits. This may include financial assistance (e.g. from Pupil Premium or Bursary funding) where available towards the cost of activities central to learning and to the curriculum.

Where activities are taking place outside of school hours (and not directly related to the curriculum, religious education or a syllabus for a prescribed public examination being taught/sat at the Academy), they would normally be considered to be an 'optional extra' and would not be subject to financial assistance.

All remissions will be awarded at the discretion of the academy's Senior Leadership Team, taking into account the activity in question, personal circumstances and any previous awards.

Ultimately, participation in any optional extra activity will be on the basis of parental choice and a willingness to

meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

No charges can be made unless the academy's governing body has drawn up a charging policy and is able to give details of optional extra charges that they intend to charge for, and a remissions policy. This policy is set by the academy independently, and may differ to that of other local schools and local authorities.

### 3. Voluntary Contributions

The academy trust is able to request voluntary contributions for the benefit of the academy or any academy activities (i.e. non-optional extra activities). If the activity cannot be funded without these voluntary contributions, this will be made clear to parents at the outset. Parents are under no obligation to make a monetary contribution.

The academy trust will not exclude a child from participating if parents are unwilling or unable to make a monetary payment. If insufficient voluntary contributions are received to fund the visit, and the school cannot fund it from another source, then it must be cancelled. This will be made clear to parents at the outset.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying, as it is voluntary and not compulsory.

### 4. Music Tuition

Although the law states that in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may be now requested for individual or group tuition provided that this tuition is provided at the request of the student's parent.

The charges are set by the academy trust in accordance with those charged by The Peri Group and Lincolnshire Music Service (LMS). For further information on music tuition, please contact the academy.

### 5. Transport

The academy trust **cannot** charge for:

- transporting registered students to and from the North Kesteven Academy premises where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the academy trust has arranged for students to receive education;
- transport which enables a student to meet an examination requirement when he has been prepared for an examination at the school; and
- transport provided in connection with an educational visit

### 6. Residential Visits

The academy trust **cannot** charge for:

- education provided on any visit that takes place during school hours (08.45am – 3.15pm)
- education provided on any visit that takes place outside of the above stated school hours if it is part of the compulsory curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at our 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 trust **can** charge for:

- board and lodging and the charge must not exceed the actual cost

Parents who can provide proof that they are in receipt of any of the following benefits will be exempt from paying the cost of their child's board and lodging (for activities connected with the curriculum)

- Universal credit in prescribed circumstances
- Income support
- Income based Jobseekers Allowance
- 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 a limit determined for the relevant financial year
- The guarantee element of State Pension Credit

## 7. **Examinations**

The academy trust may charge an examination entry fee to parents if:

- a student fails to meet the necessary coursework requirements
- a student fails to sit an examination and does not have medical evidence or proof of any other mitigating circumstances
- a student drops a course or voluntarily leaves North Kesteven Academy before they are due to do so

Re-sit fees are paid by the candidate should they wish to improve their grade.

## 8. **Other charges**

The academy trust may levy charges for miscellaneous services up to the cost of materials used in providing such services, for example, the cost of photocopying a school file at the request of a parent.

A charge will be levied to parents in respect of wilful damage, neglect or loss of school property, (including premises, furniture, equipment, books or materials); the charge will be the cost of replacement or repair, or a lower cost may be set as determined by the school.

## 9. **Remissions**

The academy trust may, at its discretion, decide to remit the charges in respect of a particular event or activity, if it feels reasonable in the circumstances.