



# **CAPA College Charging & Remissions Policy**

**Approved by Governors: 31<sup>st</sup> Jan 2020**

**Date for Review: January 2021**

<b>1</b>	<b>Aims</b>
	Our college aim is to:
	<ul style="list-style-type: none"> <li>I. Have robust, clear processes in place for charging and remissions.</li> <li>II. Clearly set out the types of activity that can be charged for and when charges will be made.</li> </ul>
<b>2</b>	<b>Legislation and Guidance</b>
	This policy is based on advice from the Department for Education (DfE) on charging for college activities and the Education Act 1996, sections 449-462 of which set out the law on charging for college activities in England. Academies are required to comply with this Act through their funding agreements.
<b>3</b>	<b>Definitions</b>
	<ul style="list-style-type: none"> <li>I. Charge : a fee payable for specifically defined activities</li> <li>II. Remission: the cancellation of a charge which would normally be payable.</li> </ul>
<b>4</b>	<b>Roles and Responsibilities</b>
<b>4.1</b>	<b>The Local Governing Body</b>
	The local governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the principal.
	The local governing body also has overall responsibility for monitoring the implementation of this policy
<b>4.2</b>	<b>The Principal</b>
	The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
<b>4.3</b>	<b>Staff</b>
	Our staff are responsible for:
	<ul style="list-style-type: none"> <li>I. Implementing the charging and remissions policy consistently.</li> <li>II. Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.</li> </ul>
	The Core Team will provide staff with appropriate training in relation to this policy and its implementation.

<b>4.4</b>	<b>Parents</b>
	Parents are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.
<b>5</b>	<b>Where Charges Cannot be Made</b>
	We set out below <b>what the college cannot charge for:</b>
<b>5.1</b>	<b>Education</b>
	<ul style="list-style-type: none"> <li>I. Admission applications</li> <li>II. Education provided during school hours (including the supply of any material, books, instruments or other equipment)</li> <li>III. Education provided outside college hours if it is part of: <ul style="list-style-type: none"> <li>a. The national curriculum</li> <li>b. A syllabus for a prescribed public examination that the student is being prepared for at the school</li> <li>c. Religious education</li> </ul> </li> <li>IV. Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer.</li> <li>V. Entry for a prescribed public examination if the student has been prepared for it at the college.</li> <li>VI. Examination re-sit(s) if the student is being prepared for the re-sit(s) at the college.</li> </ul>
<b>5.2</b>	<b>Transport</b>
	<ul style="list-style-type: none"> <li>I. Transporting registered students to or from the college premises, where the local authority has a statutory obligation to provide transport.</li> <li>II. Transporting registered students to other premises where the local governing body or local authority has arranged for students to be educated.</li> <li>III. Transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the college.</li> <li>IV. Transport provided in connection with an educational visit.</li> </ul>
<b>5.3</b>	<b>Residential Visits</b>
	<ul style="list-style-type: none"> <li>I. Education provided on any visit that takes place during college hours.</li> <li>II. Education provided on any visit that takes place outside college hours if it is part of: <ul style="list-style-type: none"> <li>a. The national curriculum</li> <li>b. A syllabus for a prescribed public examination that the student is being prepared for at the college.</li> <li>c. Religious education.</li> </ul> </li> <li>III. Supply teachers to cover for those teachers who are absent from college accompanying students on a residential visit.</li> </ul>

<b>6</b>	<b>Where Charges Can be Made</b>
	We set out below <b>what the college can charge for:</b>
<b>6.1</b>	<b>Education</b>
	<ul style="list-style-type: none"> <li>I. Any materials, books, instruments or equipment, where the student's parent wishes him or her to own them.</li> <li>II. Optional extras (see below)</li> <li>III. Music and vocal tuition, in limited circumstances.</li> <li>IV. Community facilities</li> </ul>
<b>6.2</b>	<b>Optional Extras</b>
	We are able to charge for activities known as 'optional extras'. In these cases, the college can charge for providing materials, books, instruments or equipment. The following are optional extras:
	<ul style="list-style-type: none"> <li>I. Education provided outside of college time that is not part of: <ul style="list-style-type: none"> <li>a. The national curriculum</li> <li>b. A syllabus for a prescribed public examination that the student is being prepared for at the college.</li> <li>c. Religious education.</li> </ul> </li> <li>II. Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the college.</li> <li>III. Transport (other than transport that is required to take the student to college or to other premises where the local authority/local governing body has arranged for the student to be provided with education)</li> <li>IV. Board and lodging for a student on a residential visit</li> <li>V. Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)</li> </ul>
	When calculating the cost of optional extras, an amount may be included in relation to:
	<ul style="list-style-type: none"> <li>I. Any materials, books, instruments or equipment provided in connection with the optional extra.</li> <li>II. The cost of buildings and accommodation.</li> <li>III. Non-teaching staff</li> <li>IV. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)</li> <li>V. 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.</li> </ul>

	Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.
	Any charge will not include an element of subsidy for any other student who wishes 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 college hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.
	Parent/carer agreement is necessary for the provision of an optional extra which is to be charged for.
<b>6.3</b>	<b>Music Tuition</b>
	The college can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student'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:
	<ul style="list-style-type: none"> <li>I. If the teaching is an essential part of the national curriculum</li> <li>II. For a student who is looked after by a local authority</li> </ul>
<b>6.4</b>	<b>Residential Visits</b>
	We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.
<b>7</b>	<b>Voluntary Contributions</b>
	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 to fund activities during college hours which would not otherwise be possible. There is no obligation for parents to make any contribution, and no student 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.
<b>8</b>	<b>Activities this College Charges for:</b>
	The College will charge for the following activities:
	<ul style="list-style-type: none"> <li>I. Optional singing lessons (1:2:1 or small groups)</li> <li>II. Optional tap dance lessons</li> </ul>

	<ul style="list-style-type: none"> <li>III. Optional LAMDA drama lessons and exams</li> <li>IV. Trips and visits.</li> </ul>
	For regular activities, the charges for each activity will be determined by the local governing body and reviewed in June each year.
<b>9</b>	<b>Remissions</b>
	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 local governing body and will depend on the activity in question.
<b>9.1</b>	<b>Remission for Residential Visits</b>
	Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:
	<ul style="list-style-type: none"> <li>I. Universal credit in prescribed circumstances.</li> <li>II. Income support.</li> <li>III. Income based Jobseekers Allowance.</li> <li>IV. Support under part VI of the Immigration and Asylum Act 1999.</li> <li>V. 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.</li> <li>VI. The guarantee element of State Pension Credit.</li> </ul>
<b>10</b>	<b>Monitoring Arrangements</b>
	Enhance Academy Trust monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the local governing body annually. At every review, the policy will be approved by the local governing body.
<i>CAPA College reserve the right to amend this policy at any time during the academic year.</i>	

CAPA College is proud to be a part of Enhance Academy Trust.