

Full name of policy:	<b>Charging and Remissions Policy</b>		
Name and post of person responsible:	Paul Martin, Business Director		
Frequency of review:	Annually		
Dates of previous reviews:	19/8/18, 18/06/19, 26/06/20, 22/03/21, 22/03/22, 22/03/23, 09/03/24, 01/08/25		
Date of next formal review:	March 2026		
Policy Reference:	All policies can be located in the information for staff folder		
Total number of pages: (Including appendices and front sheet)	3		
Comments:			
	<b>Name (role):</b>	<b>Signature:</b>	<b>Date:</b>
Written:	Paul Martin	PMA	21/8/17
Ratified:	FRC Committee		8/11/17
Reviewed:	Paul Martin (Business Director)	PMA	01/08/25
Ratified:	Jan Balon (Headteacher)	JBA	22/08/2025

### 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.

## **Charging**

The London Academy of Excellence Tottenham provides a free education to all its students. Within this provision the school recognises the valuable contribution that a wide range of additional enrichment activities such as clubs, day trips, residential trips and experiences can provide for each student's all-round educational experience, aiding their personal and social development. It therefore aims to offer a broad programme of trips and activities, most of which are accessible to as many students as possible, independent of their parents' financial means.

The Trust reserves the right to make a charge to parents in certain circumstances in line with government guidance and the Education Act 1996. Whilst ensuring that no student should have their access to the curriculum limited by charges, it is necessary to establish and maintain a fair and coherent system of charges where these are deemed necessary.

The following is a detailed, though not exhaustive, list of when charges may be made, bearing in mind the above:

- Trips which are not part of the curriculum and take place mainly outside of school hours. Board, lodgings and travel costs will be charged for residential trips, subject to statutory exceptions. The board and lodging element of any trip/residential during school time may also be charged subject to any exemptions for those entitled to a bursary.
- Where a student's inappropriate behaviour requires the replacement of defaced, damaged or broken furniture, fixtures and fittings or fabric of the school.
- Lost or damaged learning resources, text or exercise books.
- The school will charge for materials, books, instruments or equipment where the student's parent wishes to own them. The sale of classroom items such as revision booklets, textbooks and scientific calculators may be made on a non-profit making basis if the student wishes to own them.

In the case of examinations, charges will be made in the following circumstances:

- Where a request is made for accreditation which is not a normal part of the student's academic programme of study.
- When a request is made for a different form of accreditation to that advised and provided by the school.
- When a student is entered for an examination but without good reason/medical certification, fails to sit the examination that the school has paid the entry fee for.
- When a student has failed to meet the entry criteria for a certain examination but still wishes to be entered. Such fees would be returnable upon achievement of the required grades in the subject.

Voluntary contributions may be invited for trips that take place mainly within school hours but not for any education provided during such a trip. No student may be excluded from a trip or visit through an inability to pay, but the school reserves the right to cancel the trip if the level of contributions does not meet its budgetary requirements.

## **Remission**

In order to remove financial barriers from disadvantaged pupils, the school has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstance.

This remissions policy sets out the circumstances in which such charges will be reduced or waived altogether.

Criteria for qualification for remission if a parent is in receipt of any of the following:

- 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)
- Children who get paid these benefits directly, instead of through a parent or guardian, also qualify.

Those qualifying under the above criteria will be entitled to a free school meal each school day.

The 16-19 Bursary Fund is available to students qualifying for Free School Meals and for those with household incomes below £32,500 per year to aid students in paying for academic resources, travel to school, educational visits and sports kit. Students facing financial difficulty are also invited to apply for the Opportunities Fund, available to fund additional educational endeavours.

The LAET Bursary Policy has been created in accordance with Department for Education guidelines.

Students whose parents have specific individual circumstances that have caused temporary hardship, or who have recently moved into hardship but are awaiting entitlement to the qualifying criteria set out above or who make a specific request to the Headteacher for any other justifiable reason, remission may be granted at their discretion based upon any evidence provided.

In order to try and minimise the burden on family finances, the school will look to publish a list of visits and their approximate cost at the start of the academic year to enable parents to plan ahead and where possible will establish a system for payment by instalments. Trips will not operate on a first pay, first served basis, which could discriminate against students from families on lower incomes.

This policy will be available through the school website and will be reviewed annually by the Business Director and the Headteacher.