Full name of policy:	**Charging and Remissions Policy**		
Name and post of person responsible:	Paul Martin, Business Director		
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Comments:	Based on funding agreement clauses 2.15 to 2.17 and the DfE funding rules for 16 to 19 provision 2026 to 2027 (paragraph 16). Read with N034 16 to 19 Bursary Fund Policy and N059 Assessment Policy (including Public Examinations).		
	Name (role):	**Signature:**	**Date:**
Written:	Paul Martin	P Martin	21/8/17
Ratified:	FRC Committee		8/11/17
Reviewed:	Paul Martin (Business Director)	P Martin	20/08/26
Ratified:	Jan Balon (Headteacher)	J Balon	28/08/26

Charging and Remissions Policy

1. Aims

London Academy of Excellence Tottenham (LAET) provides a free education to all its students. We recognise the value that trips, visits, enrichment and other activities add to students' personal, social and academic development, and we want as many students as possible to take part regardless of their family's financial circumstances.

This policy aims to:

- set out clearly what LAET will and will not charge for;
- make sure any charges are fair, transparent and lawful; and
- explain the financial help available, so that cost does not stop any student taking full advantage of the opportunities we offer.

2. Legal framework

LAET is a 16 to 19 free school. Our funding agreement with the Secretary of State (clauses 2.15 to 2.17) says that we may only charge students where institutions in the further education sector are permitted to, as set out in the Department for Education's (DfE) 16 to 19 funding rules. There must be no charge for admission to, or attendance at, LAET.

This policy is therefore based on the DfE's Advice: funding rules for 16 to 19 provision 2026 to 2027, in particular the conditions on charges to students in paragraph 16. The charging provisions that apply to schools (sections 449 to 462 of the Education Act 1996 and the Charges for Music Tuition (England) Regulations 2007) do not apply to LAET, although this policy follows similar principles.

This policy complies with our funding agreement and articles of association, and is applied in line with the Equality Act 2010.

3. Definitions

- **Charge:** a fee payable for a specifically defined activity or item.
- **Remission:** the cancellation or reduction, in whole or in part, of a charge that would otherwise be payable.
- **Optional extra:** an activity that takes place outside a required part of a student's agreed study programme, such as a theatre, cinema or museum visit.
- **Student:** a student registered at LAET.
- **Parent/carer agreement:** where a student is under 18, their parent or carer must agree to them taking part in any chargeable trip or activity. A charge may be paid by the student or by their parent or carer.

4. Roles and responsibilities

4.1 The Board of Trustees

The Board of Trustees has overall responsibility for this policy. It has delegated approval of the

policy to the Headteacher, and monitoring of its implementation to the Business Director, who reports to the Finance, Resources and Compliance (FRC) Committee as needed.

4.2 The Headteacher

The Headteacher approves this policy, makes sure staff are familiar with it and apply it consistently, and decides, with the Business Director, on discretionary remissions under section 8.3.

4.3 The Business Director

The Business Director monitors charges and remissions, makes sure they comply with this policy and our funding agreement, decides on discretionary remissions under section 8.3, and reviews the policy each year.

4.4 The Student Services Officer

The Student Services Officer is the first point of contact for students and parents/carers on charges, remissions and support from the 16 to 19 Bursary Fund and the Opportunity Fund.

4.5 Staff

Staff are responsible for:

- applying this policy consistently when planning trips, visits and other activities; and
- checking with the Business Director before making any charge they are unsure about, or where they are not certain the policy applies.

We provide staff with appropriate information and training on this policy and how to apply it.

4.6 Students and parents/carers

Students and parents/carers should raise any questions or concerns about this policy with the Student Services Officer in the first instance.

5. What we do not charge for

We will not charge students for:

- admission to, or attendance at, LAET;
- tuition on their study programme, including any consecutive later year on the same study programme;
- compulsory enrolment or registration fees, or the examination entry fees for the qualifications on their study programme, except as set out in section 6.2;
- instrumental or vocal tuition that is part of the syllabus for a qualification they are studying at LAET;
- books, materials and equipment that are a requirement of a subject; or
- tuition for students aged 19 to 24 with an education, health and care (EHC) plan, where the provision is funded by the DfE.

6. What we may charge for

6.1 Trips, visits and optional extras

We may charge for travel, board and lodging and other additional costs, including any tuition costs, associated with field trips, residential visits and similar activities. We may also charge for optional extras that take place outside a required part of a student's study programme.

When charging for a trip, visit or optional extra:

- the charge will be fair, based on the reasonable cost of the activity, and will not be set to make a profit;
- we will give students and parents/carers clear information about the cost, payment arrangements and cancellation terms before they commit to taking part; and
- the student, and their parent/carer where the student is under 18, must agree in advance to the student taking part and to the charge.

Financial help from the 16 to 19 Bursary Fund, the Opportunity Fund or a discretionary remission (section 8) reduces the amount an individual student pays. It does not change the charge for the activity.

LAET contributes to the cost of trips from its trips budget, so students pay only part of the full cost. If a trip costs less than planned, the saving will first reduce LAET's contribution. Only if LAET's contribution is reduced to nothing will any remaining surplus be refunded to students, where it is more than £10 per student. Smaller amounts will be added to the Opportunity Fund to support other students. Trip letters will explain this.

Where a trip or visit is a required part of a student's study programme, staff will consider how students facing financial hardship can be supported when the trip is being planned. Students who cannot meet the cost should apply for help under section 8, and we will work with them to find a way for them to take part.

Withdrawal and cancellation:

- Cancellation and refund terms for each trip will be set out in the trip letter before any booking is made.
- If a student withdraws, LAET may keep or recover costs it has reasonably and unavoidably incurred because of the withdrawal, such as non-refundable deposits or charges made by travel or accommodation providers.
- Any refund will take account of money LAET recovers, costs it avoids and any replacement student who takes the place.
- If LAET cancels a trip, we will refund all money paid, less any costs we are unable to recover, which we will explain.
- The Headteacher or Business Director may waive any cancellation charge in exceptional circumstances.

6.2 Examinations

LAET pays the entry fees for a student's first sitting of the examinations on their study programme. In

line with the funding rules and N059 Assessment Policy (including Public Examinations), we will charge, or seek reimbursement, in the following circumstances:

- **Missed examinations:** where a student fails, without good reason, to sit an examination for which LAET has paid the entry fee, we will seek reimbursement of that fee.
- **Attendance and coursework conditions:** where a student has not met LAET's reasonable conditions of attendance or completion of work (such as coursework) for an entry LAET has paid for, we will seek reimbursement of the entry fee.
- **Re-sits against advice:** where a student chooses to re-sit an examination that LAET has not advised, the student pays the entry fee and an administration charge, unless the repeat period of study is funded. The administration charge will not exceed the cost of processing the entry.
- **Reviews of marking:** where LAET requests a review of marking, the school pays the fee. Where a student requests a review that LAET does not support, the student pays the fee, which will be refunded if the grade changes.

We will tell students about our attendance and coursework conditions at the start of their course.

Absence or non-completion of work because of illness or another acceptable reason is never grounds for charging. Medical evidence or other evidence of mitigating circumstances will normally be accepted.

Re-sits of English or maths leading to a GCSE grade 4 to 9 are not treated as re-sits for this purpose and will not be charged for.

6.3 Instrumental and vocal tuition

Instrumental or vocal tuition that is part of the syllabus for a qualification a student is studying at LAET is free (see section 5).

Optional instrumental and vocal lessons are subsidised for all students, with a larger subsidy for students eligible for the 16 to 19 Bursary Fund. The subsidy is paid from the Opportunity Fund, not from bursary funds. Subsidised tuition is limited to two instruments per student, with voice counting as an instrument. The student, or their parent/carer where the student is under 18, pays the balance of the cost.

The subsidy rates are published separately each year and depend on the funding available. They may change without a review of this policy.

6.4 Optional items to keep

Books, materials and equipment that are a requirement of a subject are provided free (see section 5). Students may choose to buy optional textbooks, revision guides and equipment to keep. These are sold at cost, with no profit to LAET. Students eligible for the 16 to 19 Bursary Fund may be able to use their bursary for these items, where N034 allows.

6.5 Lost or damaged property

Where a student loses, or deliberately or carelessly damages, LAET property, we may ask the student or their parent/carer to pay the reasonable cost of repair or replacement. This includes:

- IT equipment, including Chromebooks and other devices loaned to the student;
- library books;
- other equipment loaned to the student; and
- furniture, fixtures and fittings, and the fabric of the building.

We will not charge for normal wear and tear. The amount charged will not exceed the reasonable cost of repair or replacement, taking account of the age and condition of the item. Where equipment is loaned under a signed loan agreement, the terms of that agreement, including any terms on accidental damage, will apply.

We will take the student's circumstances into account before making any charge, and the Headteacher or Business Director may waive or reduce any amount.

6.6 Deposits

We may ask for refundable deposits for items such as lockers, ID cards or keys. Deposits will be returned in full when the item is returned, except where it has been damaged, lost or stolen.

6.7 People who are not LAET students

In line with clause 2.17 of our funding agreement, we may charge people who are not registered students at LAET for education or for the use of facilities. This includes former LAET students who sit examinations at LAET as external candidates, who pay the entry fee and an administration charge as set out in N059.

7. Voluntary contributions

We may ask students or their parents/carers for voluntary contributions towards the cost of activities that benefit students, or that would not otherwise be possible.

When we do, we will make clear that there is no obligation to contribute, and that students will not be treated differently according to whether they or their families have contributed. We will make clear how places on trips and visits are allocated, and places will not be allocated on a first-pay, first-served basis.

Voluntary contributions are different from the charges for trips and activities in section 6.1. Any letter about an activity will make clear whether we are making a charge or asking for a voluntary contribution.

If we cannot raise enough funds for an activity, and it cannot be funded from other sources, it will be cancelled. We will make this clear when contributions are requested.

8. Help with costs

8.1 The 16 to 19 Bursary Fund

Students facing financial barriers can apply to the 16 to 19 Bursary Fund, which can help with costs such as textbooks, equipment, travel and essential course-related trips. Bursary funds can only be used for the essential costs of taking part in education, in line with DfE rules. Eligibility, permitted uses and the application process are set out in N034 16 to 19 Bursary Fund Policy.

8.2 The Opportunity Fund

Students can apply to LAET's Opportunity Fund for help with the cost of trips, visits, instrumental and vocal tuition and other educational opportunities not covered by the bursary. Help is based on the student's circumstances, and students eligible for the 16 to 19 Bursary Fund will normally receive a larger contribution. The Opportunity Fund includes donated funds, so help depends on the funding available and on any conditions attached to those donations.

8.3 Discretionary remission

The Headteacher or Business Director may waive or reduce any charge in this policy where a student's family is experiencing financial hardship, or for another justifiable reason. Decisions are based on the evidence provided and are confirmed in writing.

8.4 How to apply

Students and parents/carers should contact the Student Services Officer to apply for help with any charge. Where possible, they should do this before a payment deadline. All information provided will be treated in confidence.

9. Information about charges

We will make sure students and parents/carers have clear information about any charges:

- this policy is published on the LAET website, and the Home School Agreement signed at enrolment refers to it;
- attendance and coursework conditions for examination entries are explained at the start of each course; and
- each letter about a trip or chargeable activity sets out the cost, payment arrangements and cancellation terms.

10. Queries and complaints

Queries about charges or help with costs should be raised with the Student Services Officer, who may refer them to the Business Director. A student or parent/carer who is unhappy with a decision may use LAET's complaints procedure.

11. Monitoring and review

The Business Director monitors charges and remissions and makes sure they comply with this policy and our funding agreement. The Business Director reviews this policy each year, or sooner if the DfE funding rules or our funding agreement change significantly, and the Headteacher approves each review.

This policy is published on the LAET website.

12. Links with other policies

This policy should be read alongside:

- N034 16 to 19 Bursary Fund Policy;

- N059 Assessment Policy (including Public Examinations); and
- the Complaints Policy.