

CHARGING AND REMISSIONS POLICY: 11-16 ACADEMIES

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Document Control Sheet

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POLICY

1 Background

- 1.1 The Sir John Brunner Foundation is a multi-academy trust created under the provisions of the Academies Act 2010. The Foundation is a company limited by guarantee incorporated in England and Wales with company number 11227336. It is an exempt charity and its Directors are also charity trustees.
- 1.2 The shared ambition of The Sir John Brunner Foundation is that every child's life is enhanced and advanced through the highest standards in education and that every child fulfils their academic potential through a broad and diverse education. In pursuit of this goal, all Academies will aim to offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.
- 1.3 This policy aims to set out robust, clear processes for charging and remissions in the 11-16 Academies that form part of The Sir John Brunner Foundation. This includes the types of activities that can be charged for, and when charges will and will not be made. A separate charging and remissions policy will be developed for Sir John Deane's Sixth Form College, which is subject to different regulations.

2 Legislation and Statutory 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

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

4 Roles and Responsibilities

- 4.1 The Board of Trustees is responsible for approving the charging and remissions policy.
- 4.2 Monitoring the implementation of this policy in individual Academies has been delegated to the Local Governing Bodies.
- 4.3 The Headteacher/Principal in each Academy is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- 4.4 Staff are responsible for:
- Implementing the charging and remissions policy consistently
 - Notifying the Headteacher/Principal of any specific circumstances that they are unsure about or where they are not certain if the policy applies
- 4.5 Parents and carers are expected to notify staff or the headteacher/principal of any concerns or queries regarding the charging and remissions policy.

5 Where charges are not made

Our Academies will not charge for:

5.1 Education

- Admission applications to our Academies.
- Education provided during school/academy hours (including the supply of any materials, books, instruments or other equipment during use in class).
- Education provided outside school/academy hours (including on visits) if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy.
- Entry for a prescribed public examination if the student has been prepared for it at the school.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy.
- Supply teachers, covering for teachers who are absent, accompanying students on a residential visit.

5.2 **Transport – where this is a statutory entitlement**

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

6 Where charges are made

Our 11-16 Academies reserve the right to make a charge in the following circumstances for optional extra activities organised by the Academy:

- School trips and residentials in school time: the board and lodging element of the residential experience and/or outdoor pursuit courses.
- Activities outside school hours: the full cost for each pupil for transport journeys, trips and overnight accommodation and subsistence in the UK and abroad which take place at weekends, evenings and during holidays, which are deemed to be optional extras.
- The cost of materials, equipment or ingredients for subjects where parents/carers have indicated in advance that they wish to own the final product.
- Equipment or books purchased from the Academy for ownership by the student or parent.
- Instrumental and vocal tuition, at the request of parents/carers.
- Community facilities.
- Examination fees:
 - If a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, and will be refundable if the student attends for the examination.
 - If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the academy has paid an entry fee, the academy may seek to recover the fee from the parent.
 - There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made or for a module or whole exam to be re-taken.
 - If the registered student has not been prepared for the examination(s) at the school.

- Transport, where this is not a statutory entitlement i.e. home to school transport where the exceptions set out in 5.2 are not applicable.
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).
- Each Academy will seek payment from parents/carers for damage to, or loss of, Academy property caused wilfully or negligently by their child.
- Any charge made in respect of individual students will not be greater than the actual cost of providing the optional activity, divided equally by the number of students participating. This may include both indirect and direct costs.
- In some cases, we will charge for administration costs associated with completing a Subject Access Request.

7 Voluntary contributions

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

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

- Educational visits, including transport
- Enrichment activities during the school day

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

8 Remissions

Our Academies may remit charges in full or in part to parents/carers after considering specific hardship cases. The Trust invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher/Principal at each Academy holds discretion to authorise remission. Charges for board and lodging for educational visits that take place during school hours (and beyond) are automatically remitted where the parents/carers meet certain criteria. Since April 2003, the eligibility criteria that entitles families to an exemption from paying for the cost of board and lodging on residential visits has been aligned with free school meals eligibility criteria.

9 Monitoring arrangements

The Director of Finance will monitor charges and ensure they comply with this policy. The Headteacher and Local Governing Body will monitor remissions and voluntary contribution arrangements to ensure they comply with this policy.

This policy will be reviewed by the Board of Trustees every 3 years, or in the event of changes in guidance and legislation.