The
Sir John Brunner
Foundation

CHARGING AND REMISSIONS POLICY FOR 16-19 EDUCATION

JULY 2026

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Document Control Sheet

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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 and is an exempt charity.

1.2 The shared ambition of The Sir John Brunner Foundation is that every student's life is enhanced and advanced through the highest standards in education, and that every student fulfils their academic potential through a broad and diverse education.

1.3 This policy sets out clear arrangements for charging, voluntary contributions and remissions in relation to 16–19 education delivered by the Sir John Deane's Sixth Form College ("the College"). It recognises that the 16–19 funding rules differ from the charging rules that apply to 11–16 school activities.

2 Legislation and statutory guidance

2.1 This policy is based on the Department for Education's funding rules for 16 to 19 provision, the 16 to 19 Bursary Fund guidance, the College's funding agreement and the Foundation's financial governance arrangements.

2.2 The Department for Education's 16 to 19 funding rules form part of the funding arrangements for young people aged 16 to 19 and, where applicable, students aged 19 to 24 with an Education, Health and Care Plan who are funded for study programmes.

2.3 The 16 to 19 Bursary Fund provides financial support to help eligible students overcome specific financial barriers to participation, including essential costs such as travel to and from College, books, equipment and specialist clothing required for their study programme.

3 Definitions

3.1 Charge: a fee payable for a specifically defined activity, service, item, replacement, examination-related cost or transport arrangement where a charge is permitted under this policy.

3.2 Remission: the reduction or cancellation of a charge that would otherwise be payable, following consideration of eligibility, hardship, bursary support or other relevant circumstances.

4 Roles and responsibilities

4.1 The Board of Trustees is responsible for approving this policy and ensuring that charging and remission arrangements are consistent with the Foundation's financial governance framework.
4.2 The Principal is responsible for ensuring that staff are familiar with this policy and that it is applied fairly and consistently.
4.3 The Director of Finance is responsible for advising on the financial controls, accounting treatment and compliance implications of charges, remissions, refunds, transport charges and bursary-related support.
4.4 Staff are responsible for applying this policy consistently and for seeking guidance where they are unsure whether a proposed charge, contribution or remission is appropriate.
4.5 Students, parents and carers are expected to raise any concerns or queries about charges, voluntary contributions, transport charges or remission arrangements with the College at the earliest opportunity.

5 Where charges are not made

5.1 The College will not charge tuition fees for eligible students on publicly funded 16–19 study programmes.
5.2 For the purposes of this policy, eligibility for publicly funded 16–19 provision will be determined by reference to the applicable Department for Education funding rules, including the relevant age, residency and programme eligibility requirements.
5.3 The College will not charge students for education, assessment or support that is required in order for them to access and complete their funded study programme.
5.4 The College will not require payment as a condition of admission to, or continued participation in, a funded 16–19 study programme.
5.5 Where books, equipment, materials or specialist clothing are essential for a student's study programme, the College will make clear whether they are provided, loaned, purchased by the student, funded through bursary support where eligible, or subject to a refundable deposit.

6 Where charges may be made

6.1 The College may make charges for optional activities, goods or services that are not required for a student to complete their funded study programme. This may include optional visits, enrichment activities, optional additional qualifications, replacement identity cards, replacement equipment and other items where the charge reflects the cost incurred.
6.2 The Principal must approve the enrolment of any student who is not eligible for public funding under the applicable 16–19 funding rules. Where a student is not

eligible for public funding, the College may charge a tuition fee, normally set at a level that at least reflects the public funding that would have been available for an eligible student on a comparable programme.

6.3 The College may charge students for home-to-college transport provided or arranged by the College where this is not otherwise funded or provided free of charge. Transport charges will be published or communicated in advance and will be set with regard to the reasonable costs of operating or procuring the transport service.

6.4 Students who may face financial barriers to meeting home-to-college transport costs will be signposted to the 16–19 Bursary Fund or other relevant support, subject to eligibility, assessment of actual need and the availability of funds.

6.5 The College may charge for damage to, loss of, or non-return of College property caused wilfully or negligently by the student, including loaned textbooks, devices, equipment, library resources and other materials. Any charge will normally be limited to the reasonable replacement or repair cost.

6.6 Any charge made in respect of an individual student or group of students will be transparent, proportionate and no greater than the reasonable cost of providing the relevant activity, service or item.

7 Examinations and assessments

7.1 The College will meet the normal entry costs for qualifications that form part of an approved funded study programme and where the entry is supported by the College.

7.2 Charges may be made for late entries, amendments, re-marks, resits or additional qualifications where the cost arises from a student request, absence without acceptable reason, failure to complete required work, or another circumstance not attributable to the College. Any such charges will be communicated in advance where practicable.

7.3 The College may also charge a reasonable administration fee for resit entries, access to scripts, reviews of marking or similar examination administration, where this is approved through the College's annual fees and charges process.

8 Voluntary contributions

8.1 The College may invite voluntary contributions to support activities or resources that enhance students' educational experience. Contributions must be genuinely voluntary.

8.2 No student will be treated less favourably because a voluntary contribution has not been made. Where an optional activity cannot proceed without sufficient voluntary contributions, this will be made clear to students, parents and carers in advance.

9 Remissions and financial support

9.1 The College may reduce, waive or subsidise charges where payment would cause financial hardship or where remission is necessary to support fair access to the student's programme or a related educational opportunity.

9.2 Requests for remission will be considered on a case-by-case basis, taking account of household circumstances, eligibility for bursary support, the educational purpose of the activity or item, the cost of participation, assessment of actual need and the availability of funds.

9.3 The 16–19 Bursary Fund will be administered separately in accordance with the College's bursary procedures and the relevant Department for Education guidance. Bursary funding must be used to help eligible students meet the essential costs of participation and must not be used as a general subsidy for costs unrelated to participation.

9.4 Bursary support is not an automatic entitlement and will be assessed against eligibility, actual financial need, the cost of participation and the funds available.

10 Refunds

10.1 Refunds will normally be made to the original payer and by the method through which the original payment was received, unless there is a reasonable operational or safeguarding reason to use an alternative method.

10.2 Where a student withdraws from an optional activity, transport arrangement or other chargeable service, any refund will depend on whether the College has already incurred non-recoverable costs. This will be explained when charges are requested.

11 Monitoring arrangements

11.1 The Director of Finance will monitor charging, remission, refund and transport charging arrangements to ensure they comply with this policy and the Foundation's financial governance requirements.

11.2 The Principal will ensure that College arrangements for communication, collection of charges, bursary signposting and consideration of hardship cases are applied consistently and sensitively.

12 Complaints and review

12.1 Any concern about the application of this policy should be raised with the College in the first instance. If the concern cannot be resolved informally, it may be considered under the College's complaints procedure.

12.2 This policy will be reviewed every three years, or earlier where there are material changes to funding rules, legislation, College practice or Foundation financial governance requirements.