



The Ursuline Academy Ilford

Charging and Remissions Policy

2022/23

The Ursuline Academy Ilford

Morland Road, Ilford, Essex, IG1 4JU

E: enquiries@uai.org.uk | T: 020 8554 1995 | W: www.uai.org.uk

This Policy was updated in June 2022, to take effect from:	1st September 2022
It was reviewed by the Finance & General Purposes Committee and approved for submission for final approval by the Full Governing Body:	23rd June 2022
It was ratified by the Governing Body:	7th July 2022
This Policy will be reviewed:	Summer Term 2023

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1. Introduction

This policy has been written in accordance with Section 457 of the Education Act, 1996.

The academy wishes to offer a broad range of activities to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the academy's budget.

No student should have her access to the curriculum limited by charges. However, the academy reserves the right to levy a charge in any circumstances permissible under statute.

When charges are to be made, the academy reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity.

Parents may apply to the academy for special consideration regarding financial support.

2. Charging

The academy will not charge for the following:

- Admission to the academy;
- Education provided during school hours;
- Education provided outside of school hours if it is part of the National Curriculum or Religious Education, or it forms an essential part of the syllabus for an approved examination;
- Tuition for pupils learning to play musical instruments if it is part of the National Curriculum or Religious Education, or it forms an essential part of the syllabus for an approved examination;
- Entry for a prescribed public examination if the pupil has been prepared for it at the school;
- Exam re-marks if requested by the school.

The academy reserves the right to make a charge for the following:

- The board and lodging element of residential trips which are essential to the National Curriculum or Religious Education, or in preparation for prescribed examinations;
- Non-Residential and residential trips which are not essential to the National Curriculum or Religious Education, or in preparation for prescribed examinations;
- Materials and Equipment: where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of materials used;
- Tuition for pupils learning to play musical instruments where it does not form part of the National Curriculum or Religious Education, or an essential part of the syllabus for an approved examination;
- Extra curriculum lessons outside of the National Curriculum
- Entry for a prescribed public examination if the pupil has been prepared for it at the academy and where the academy considers that for educational reasons the student should not be entered and the student's parent/carer wishes the student to be entered. In these circumstances, if the student subsequently passes the examination, the academy will refund the cost;

- Entry for an examination that is not set out in regulations (the full list of which is available from the academy), a charge will be levied for tuition and other costs;
- A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school has paid or agreed to pay the examination fee;
- A charge will be levied for all exam re-marks requested by the student or the student's parent/carer. If the student subsequently receives a higher grade, the academy will refund the cost;
- A-Level and AS-level examination re-sits, including and applicable centre fee.

3. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the academy. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

4. Voluntary Contributions

Where the academy cannot levy charges, and it is not possible to offer these additional activities within the resources ordinarily available to the academy, the academy may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

5. Remissions Policy

If the parent or carer of a student is in receipt of certain government benefits, for example: income support or income-based job seekers allowance, charges in respect of educational trips (including board and lodging), materials and activities outside school hours will be remitted in full.

The Headteacher and the Finance and General Purposes Committee or Governing Body may remit in full or part charges in respect of any student, if it feels it is reasonable in the circumstances.

The Headteacher and the Finance and General Purposes Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

6. Sale of Items

Departments throughout the academy may purchase items in bulk and sell at cost to students. Examination revision materials may also be sold to students at cost.

7. Review Date

The Charging and Remissions policy will be reviewed annually.

