L.E.A.D. Academy Trust
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L.E.A.D. ACADEMY TRUST

Charging and Remissions Policy

Policy/Procedure management log

Document name	Charging and Remissions Policy
Trust approval	January 2026
Date approved by AGB	Spring 2026
Date of review	**January 2027**

February 2026

Policy Statement

Introduction

This statement sets out the legal framework, the definitions, and our policy expectations.

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

The purpose of this policy is to set out clearly when schools may or may not make a charge, and that they must inform parents/carers on low incomes and in receipt of certain benefits of the support available to them when being asked for contributions towards the cost of school visits.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

Legal Framework

Academies are required through their funding agreements to comply with the law on charging for school activities.

Sections 449 and 462 of the Education Act 1996 prohibits schools from charging for education and the supply of materials, books, instruments or other equipment (including tablets) during school hours. However, there is no prohibition of asking parents/carers to make financial contributions. There is a specific exception in the legislation which enables schools to charge for materials where the parent/carer wishes the pupil to own the materials.

Paragraph 1.9(n) of the 'Schools Admission Code 2021' rules out requests from admission authorities for financial contributions as any part of the admissions process.

Charges for Music Tuition (England) Regulations 2007 sets out the circumstances in which a charge can be made.

Charging and Remissions Policy

No charge is made for:

- an admission application - paragraph 1.9 (n) of the 'School Admissions Code 2021' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

In addition no charge is made for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the school or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit;
- education provided on any educational visit that takes place during school hours;
- education provided on any educational visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

A charge can be made for:

- any materials, books, instruments or equipment where the child's parent/carer wishes him/her to own them;
- 'optional extras': transport (other than to and from school); board and lodging on a residential visit; extended day services e.g. breakfast club, after-school clubs, tea and supervised homework sessions. Parental agreement (to the child's participation and to paying the charges) is therefore a pre-requisite for the provision of an optional extra where charges will be made;
- music and vocal tuition in limited circumstances i.e. when the tuition is at the request of the pupil's parent/carer or is in addition to that offered as part of the school's core curriculum;
- certain Early Years provision;
- community facilities; and
- costs of repairing damage to property etc caused by children or parents or replacing items stolen by children or parents.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Voluntary Contributions

On occasion, schools may request voluntary contributions from parents to support the delivery of enhanced provision beyond the core legal entitlement.

Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities. However, if an activity cannot take place without voluntary contributions, the Headteacher must make this clear to parents. The Headteacher must also make it clear that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. Where the parents of a pupil are in receipt of Income Support or Family Credit, the school will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

- takes place within school hours or,
- forms part of the syllabus for a prescribed public examination of fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the school. Any subsidy provided by the school will be met from the funds at its disposal.

Parents/carers will be made aware from the outset of any possible cancellation of the activity/visit if insufficient voluntary contributions are received.