

# **FINSTALL FIRST SCHOOL**

## **CHARGES AND REMISSIONS POLICY**

PERSON RESPONSIBLE: Head Teacher

The Governors are concerned that all pupils should be able to participate in curriculum activities regardless of their financial circumstances.

### **Background**

The legal framework relating to charging, voluntary contributions and remissions is set out in sections 449 to 462 of the Education Act 1996. The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered pupil at a maintained school during school hours. There are, however, a number of specific exceptions to this general rule, which are set out in the "Worcestershire County Council Directorate of Educational Services, Charging and Remissions Policy."

### **Applying for Remissions**

Under normal circumstances, charges and contributions will be remitted in accordance with the Local Authority's procedure for the award of Free School Meals. Children who are eligible for Pupil Premium funding or who are Looked After may also have charges remitted and the funding used to meet such additional costs. Additional and exceptional cases may also be considered on receipt of a detailed request.

Application for remissions should be made to the Head Teacher. These will be kept in the strictest confidence.

### **Funding Remissions**

Funding to address remissions, granted by the Governing body, will be paid for by the school. In the case of pupils who receive pupil premium funding, this funding may be used.

### **Voluntary Contributions**

The Governing Body may request voluntary contributions "for the benefit of the school or any school activities."

Voluntary contributions will be sought to allow access for the children to activities / events that would provide extra enrichment to the curriculum, during school time, at an additional cost to the school. Without such contributions, the school may not be able to afford to provide access to such activities / events.

There is no obligation for any parent / guardian to make a contribution and pupils will not be treated differently according to whether or not their parents have made a contribution.

### **Appendices**

Appendix 1 – Charges and Remissions Application Form.

This policy was accepted at a meeting of the Finance Sub-Committee on: 16<sup>th</sup> October 2025.

This policy will be reviewed: October 2026

Governor responsible: Mr Andy George



## **APPENDIX 1**

### **FINSTALL FIRST SCHOOL** **CHARGES AND REMISSIONS**

#### **APPLICATION FORM**

The School's Remissions Policy indicates that charges will be remitted in respect of children who qualify for pupil premium funding or for free school meals, according to the LA's criteria, which states that parents/carers may be entitled to FSM if they are in receipt of any of the following:

- a) Universal Credit provided you have an annual net earned income not exceeding £7,400 (£616.67 / month - after tax and not including any benefits you get)
- b) Income Support
- c) Income-based Job Seekers Allowance
- d) Income-related Employment and Support Allowance
- e) Support under part 6 of the Immigration and Asylum Act 1999
- f) The Guaranteed element of Pension Credit
- g) Child Tax Credit, provided you are not also entitled to Working Tax Credit\* and have an annual gross income of no more than £16,190, as assessed by HM Revenue and Customs
- h) Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit

This criteria is correct at May 2024, but could be subject to change in the future.

Child's Name .....

Date of Trip .....

Related Trip/Excursion .....

I request support towards the cost of the above mentioned trip. I enclose one of the following:

1. A photocopy of the decision letter from the Benefits Agency, showing my entitlement to Income Support, Job Seeker's Allowance - Income Based. This must be dated within the last three months.
2. A photocopy of my Inland Revenue Tax Credit Award (TC602) or Pension Credit Award Notice (M1000).

If you cannot provide us with either 1) or 2), take this form to the Benefits Agency or Job Centre, where an authorised officer should complete Section A below.

Signed ..... parent/guardian

Date .....

**If none of the above applies but you feel unable to meet the full cost of this trip, please could you submit a detailed request in writing to the Head Teacher. He will need to discuss requests with a member of the governing body. Such requests will be treated individually and with the strictest confidence.**

Please return this form to the Head Teacher at your earliest convenience.

#### **SECTION A (to be completed by the Benefits Agency/Job Centre, where no other proof is available)**

I hereby certify that Mr/Mrs/Miss/Ms .....  
of .....

.....  
is currently in receipt of Income Support/Job Seekers Allowance – Income Based.

National Insurance Number .....

Signature of Officer at Benefits Agency/Job Centre .....

Date .....

Official Stamp: