**CHARGING POLICY IN CONNECTION WITH EDUCATION 2015**

**At St Oswald’s Catholic Primary School**

**1. General**

1.1. Section 457 of the Education Act 1996 requires that every governing body

of a maintained school shall determine and keep under review a policy for

charges in connection with school activities and school visits.

1.2. The policy also reflects the advice issued to governing bodies, school

leaders, school staff and local authorities by the DFE “Charging for School

Activities” (November 2013).

1.3. The policy makes the distinction between those school activities and school

visits undertaken at St Oswald’s catholic Primary School (“the school”) for which the governing body is prohibited from charging and those school activities and school visits for which it is permitted to charge.

**2. Prohibition of Charges**

2.1. The school is prohibited from charging in respect of the following:-

(a) Admission

No charge shall be made in respect of admission to the school. The

only circumstances where this does not apply is when admission is for

the purpose of –

part-time education suitable to the requirements of persons of

any age over compulsory school age;

full-time education suitable to the requirements of persons who

have attained the age of 19; or

training for members of the school workforce.

(b) Provision of Education

All education provided during school hours is free to a pupil who is a

registered pupil at the school. There are some exceptions which are:-

(i) Music Tuition –

Charges may be made for vocal or instrumental tuition provided

either individually, or to a group of two or more pupils, provided

that the tuition is provided at the request of the pupil’s parent.

The school cannot charge if the teaching is part of the national

curriculum; where the tuition is part of the syllabus for a public

examination for which the pupil is being prepared for by the

school or is provided under the first access to the Key Stage 2

Instrumental and Vocal Tuition Programme.

If the pupil is looked after by the Local Authority (within the

meaning of Section 22(1) of the Children Act 1989) no charge

may be made.

(ii) Early Years Provision –

The school can charge for education which is early years

provision provided that the early years provision is not made

in pursuance of the duty imposed by Section 7 of the

Childcare Act 2006 or for early years provision for a pupil

who is of compulsory school age.

(iii) Education provided outside of school hours -

No charge shall be made if it is part of the national

curriculum, part of the syllabus for a prescribed public

examination that the pupil is being prepared for at the school;

part of religious education or early years provision in

pursuance of the duty imposed by Section 7 of the Childcare

Act 2006.

(c) Education provided partly during and partly outside school hours

(i) Where an activity takes place partly during and partly outside

school hours a charge can only be made for the activity outside

school hours if it is not part of the national curriculum, not part of

the syllabus for a prescribed public examination that a pupil is

being prepared for at the school and not part of religious

education.

(ii) The basis for determining whether the activity is deemed to take

place either inside or outside school hours is if 50% or more of

the time together with any connected school travelling time falls

during school hours, so much of the education provided during

that period as is provided outside school hours shall be treated

as provided during school hours. In any other case so much of

the education provided during that period as is provided during

school hours shall be treated as provided outside school hours.

School hours do not include the break in the middle of the day.

“Connected school travelling time” means time spent during

school hours by the pupils taking part in the activity concerned in

getting to or from the place where the activity takes place.

(iii) Where any education is provided on a residential trip if the

number of school sessions taken up by the trip is equal to or

greater than 50% of the number of half days spent on the trip.

(Half day means any period of 12 hours ending with noon or

midnight on any day). It is deemed to have taken place during

school hours (even if some activities take place late in the

evening).

(d) Examinations

(i) Charges cannot be made in respect of an entry of a registered

pupil at the school for a prescribed public examination in any

syllabus for that examination for which the pupil has been

prepared at the school. There are however some exceptions to

the rule and these include:

In terms of wasted fees where the governing body of the

school have paid or are liable to pay a fee in respect of the

entry of the pupil at the school for a public examination in any

syllabus for that examination and the pupil fails without good

reason to meet any examination requirement for that syllabus

the school may recover the amount of the fee from the pupil’s

parent.

(e) Incidental Charges

(i) A parent of a pupil registered at a school may not be charged for

or asked to supply any materials, books, instruments or other

equipment for, use in connection with, the statutory education

provided in school, or a syllabus for a prescribed examination for

which the pupil has been prepared at the school.

(ii) Incidental charges may be made for the supply of any materials

used in the production of an article, in the course of the

education of the pupil, where the parent has indicated in

advance of the payment that they wish the article to be owned

by the pupil/parent.

(iii) Charges will not be made for transport provided for a registered

pupil where the transfer is either incidental to the statutory

education provided for the pupil at the school or is required to

allow a pupil to meet any examination requirements for any

syllabus for a prescribed public examination for which the pupil

has been prepared at the school.

For these purposes, transport is incidental to statutory education

provision if it is provided for the purpose of carrying such pupils

to or from any part of the school premises in which education is

provided or, to and from any place outside the school premises

where such provision is made.

Reviewed by the Governing Body November 2015