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ACADEMY TRUST
Better Futures For All

POLICY FOR CHARGING AND REMISSIONS

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Contents

Charges for academy activities	2
Activities outside academy hours	2
Refunds	3
Nursery charges	3

Charges for academy activities

Legislation allows academies to charge for certain activities, which take place both inside and outside academy hours. This policy follows the recommendations as set out by Norfolk County Council. The Trust's charging policy is published on our websites and is available in paper form on request.

Parents/carers will be charged for the following activities and materials:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. We will charge for instrumental tuition given to groups of no more than four pupils.
- Ingredients and materials: ingredients and materials for practical subjects where parents/carers have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or academy, to travel direct from home to an activity approved of, but not provided by, the authority or academy.
- Board and lodging: board and lodging will be charged in all cases where an academy activity involves pupils in nights away from home.

Activities outside academy hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside academy hours, where the child's participation has been agreed in advance by the parents/carers. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside academy hours - a residential trip is deemed to take place outside academy hours if the number of "missed" academy sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the academy, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents/carers who are in receipt of Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the academy and where they relate to activities, deemed to take place wholly or partly in academy hours.

Remission will not apply to such charges when they relate to activities wholly outside academy hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Academy Headteacher.

Refunds

Refunds will only be offered in exceptional circumstances. The circumstances are as follows –

1. If a visit is cancelled.
2. If the surplus collected for an activity exceeds the cost of that activity by £2 per pupil.

Should the amount collected per pupil exceed the stated amount, parents/carers will be offered the refund in writing, with a reply slip attached to the letter stating whether they wish to take up the offer, or decline it, along with a deadline by which a response is required. It will be clearly stated where the surplus will be placed e.g. to offset a future visit etc, and that if no reply is received by the deadline, the academy will assume that the parent/carer intends for the academy to retain the funds.

All refunds will be made via cheque/BACS payment to the parent/carer concerned.

Nursery charges

Reffley Academy and Greenpark Academy nurseries are open from 9am – 3pm, Monday – Friday, term time only.

Eligibility and charges:

1. Three and four year olds are entitled to 15 hours of funded early education, for 38 weeks of the year.
2. Working parents may be eligible to claim for 30 hours of funded early education per week, for 38 weeks of the year if the criteria is met (**see * below**). This is known as the Extended Offer.
3. For families that are not eligible, a charge is made for hours accessed over the 15 funded hours @ £4.50 per hour.
4. Invoices for charged hours are issued at the end of each month.
5. The date a child is eligible for funded early education is based on the child's date of birth. A child becomes eligible at the start of the term after their third birthday.

***Eligibility criteria - each parent (or the sole parent in a single parent family) needs to earn, on average, the equivalent of 16 hours on the national minimum wage per week (currently £107 per week), and no more than £100,000 per year. Eligible families can claim the 30 hours' entitlement from the start of term after their child's third birthday, provided a 30-hour code is obtained from HM Revenue and Customs (HMRC).**

Additional information

To obtain the extended offer, parents are required to apply for the 30 hours via the [Childcare Choices website](#). If eligible they will receive a 30 hours' code.

Parents are issued with a claim form (Appendix 1 – Early Education Parent/Carer Claim Form) to complete and sign at the beginning of each term. Parents are required to complete the form and provide their

eligibility code (of they are entitled to receive additional funding). On receipt of the completed form, the Trust Administration Team undertakes eligibility checks in order to claim the funding entitlement for the child

APPROVED

Appendix 1: Early Education Parent/Carer Claim Form



Early Education Funding Parent / Carer Claim Form

Dear Parent/Carer

This form **MUST** be completed to enable your childcare provider to claim funding for Early Education on your behalf from the Local Authority (LA). It also collects data to enable eligibility checks to be completed by the LA for 2 year old funding, Early Years Pupil Premium, the Disability Access Fund, the Extended Entitlement (30 hours), if your family or child meets certain criteria.

Please read the Parent/carers Booklet BEFORE completing this claim form.

This form must be returned to your childcare provider completed and signed before they can confirm the offer of your child's early education entitlement.

SECTION ONE – CHILD DETAILS

Child's Legal Name	Forename	Date of Birth (DOB)
	Middle name	Ethnicity
	Surname	Gender
Preferred Surname		
Home Address (including Postcode)		
Document provided to prove DOB:	Date Provided:	

SECTION TWO – TWO YEAR OLD ENTITLEMENT (15 HOURS – 570 hours maximum per year)

NCC Reference Code: _____

PARENT/CARER DETAILS		Date of Birth	NI/NASS Number
Forename	Surname		
①			
②			

Criteria:

<input type="checkbox"/> Qualifying Benefit	<input type="checkbox"/> Left Care through	<ul style="list-style-type: none"> • an adoption • a special guardianship order • a child arrangement order
<input type="checkbox"/> Looked After By LA		
<input type="checkbox"/> Receives DLA	<input type="checkbox"/> Has an EHCP	

SECTION THREE – EXTENDED ENTITLEMENT (30 HOURS)
A valid HMRC code and parent details must be provided to claim the 15 extended hours.

PARENT DETAILS

Forename	Surname	NI Number	Eligibility Code
①			
②			

SECTION FOUR – EARLY YEARS PUPIL PREMIUM (EYPP)

PARENT/CARER DETAILS

Forename	Surname	Date of Birth	NI/NASS Number
①			
②			

Criteria:

<input type="checkbox"/> Qualifying Benefit	<input type="checkbox"/> Left Care through	<ul style="list-style-type: none"> • an adoption • a special guardianship order • a child arrangement order
<input type="checkbox"/> Looked After By LA		

SECTION FIVE – DISABILITY ACCESS FUND (DAF)

Attached is a copy of the award letter issued by the Department for Work and Pensions as evidence

My Nominated Provider is - _____

SECTION SIX – PROVIDER AND ATTENDANCE DETAILS

This section **MUST** be completed with the details of each provider that your child attends where early education will be claimed on your behalf. For families that are eligible for the 30 hours extended entitlement and receive the entitlement from more than one provider, it is necessary to tick which provider is nominated to offer the universal entitlement.

(A) please use a calendar to count the number of weekdays your child will attend the provider for their FUNDED HOURS of childcare eg. Number of Mondays = 11

①	Provider Name:	Claim Universal Entitlement <input type="checkbox"/>		
First day attending this claim period: _____ Date: _____				
	Number of weekdays child attending for FUNDED hours (A)	Each Day		Total Funded Hours (A x C)
		Total Hours Attending (my contract) (B + C)	Number of Hours I will pay for (unfunded) (B)	
Mon				
Tues				
Wed				
Thur				
Fri				
TOTAL FUNDED HOURS				

Provider Name	Claim Universal Entitlement	Weekly Universal Hrs	Weekly Extended Hrs	Total Funded Hours for claim period
②	<input type="checkbox"/> YES / <input type="checkbox"/> NO			
③	<input type="checkbox"/> YES / <input type="checkbox"/> NO			

SECTION SEVEN – PARENT/CARER DECLARATION
I, the parent/carers understand and confirm –

- I have read the booklet information provided by the Local Authority (LA) and authorise my childcare provider named in ① to claim early education funding (EEF) as calculated above for my child.
- I agree that the information I have provided for EEF can be shared with the LA and the Department for Education (DfE), so that the LA can meet its statutory duty for EEF and to enable confirmation that my child is eligible for funding. Also, the outcome of any checks and those required thereafter will be shared with my provider.
- I agree for the LA and DfE to access information from other government departments to confirm my child's eligibility and enable my named provider in ① to claim EYPP, DAF and the 30 hours extended entitlement for my child where applicable.
- I am responsible for ensuring that my child uses the funded hours which have been applied for on a regular daily/weekly basis.
- I agree that my child's claim for funding is for actual attendance and will be adjusted at a later date for non-attendance (excluding for absences described in the booklet / agreed by the LA).
- I agree where hours are not funded by the LA, that fees will apply in accordance with my childcare provider's charging policy and/or as stated in my childcare contract between myself and my childcare provider.
- I must notify my childcare provider of any changes to my family circumstances that will affect my child's eligibility to any EEF, and understand that failure to do this may result in childcare fees being charged.
- If I arrange for my child to leave the childcare provider without giving the required notice period, stated in my childcare contract, it may affect the EEF at a new provider, except where there are safety or quality concerns for which a formal complaint has been made to Ofsted and substantiated.
- If I have any concerns regarding my child's EEF, I will attempt to resolve this with my childcare provider in the first instance, however, if my concerns cannot be resolved, I can contact the LA.
- If I fail to provide complete and accurate information, this will affect my claim for EEF and charges may apply.
- The personal information that I provide will be held and used in compliance with the Data Protection Act 1998, and I am in receipt of and in agreement with the Privacy Notice.

Signed _____ Print Name _____ Date _____

