**Enterprise Learning Alliance**

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**Charging Policy**

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**Charging Policy**

**Introduction**

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

**Charging Policy**

**Education**

The Enterprise Learning Alliance (ELA) **does not charge** for:

* Admission applications
* 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 student is being prepared for in school, or part of religious education

* Entry for a prescribed public examination if the student has been prepared for it in school
* Examination re-sits if the student is being prepared for this in school.

Th ELA **does charge** for:

* Any materials, books, instrument or equipment where the student’s parent/carer wishes her/him to own them
* Intentional damage of property, recourses or equipment by a pupil
* Optional extras (see below)

**Optional Extras**

The ELA provides a small range of activities which are charged for as optional extras. Optional extras are:

* Education provided outside of school time that is **not**:
* part of the national curriculum
* part of a syllabus for a prescribed public examination for which the student is being prepared in school
* examination entry fees if the student has not been prepared for the examination in school
* transport, other than transport required to take the student to school or other premises where the governing body has arranged for the student to be provided with education
* board and lodging on a residential visit

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

* materials, books, instruments, or equipment provided in connection with the optional extra

* non-teaching staff
* teaching staff engaged under contract of service to provide an optional extra, including supply teachers engaged specifically to provide the optional extra

The ELA does not charge more than the actual cost of providing an optional extra activity. Student participation is on the basis of parental choice and agreement to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

**Residential Visits**

The ELA does not charge for:

* education provided on any visit that takes place during school hours
* education provided on any 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 student is being prepared for in school, or part of religious education
* supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.

The ELA does charge for board and lodging, not exceeding the actual cost.

**Voluntary Contributions**

The ELA may request voluntary contributions from parents of students:

* for the benefit of the whole school. Donors are able to make gift aid declarations which increases the value of the gift to the school;
* towards school or residential activities which cannot be funded without voluntary contributions. It will be made clear to parents at the outset if the activity cannot be funded without voluntary contribution and that there is no obligation to make any contribution.

No student will be excluded from an activity because parents are unwilling or unable to pay. If voluntary contributions are insufficient to fund a visit or the school cannot fund it from some other source, the visit will be cancelled.

The following charges may be levied to parents / carers where costs have been unnecessarily incurred:

* full replacement or repair costs for wilful damage to equipment and / or property. This may be in instalments and should be agreed with the parents / carers at the point of charge.
* Full fee costs for public examinations missed through refusal, truancy or any other unauthorised absence (ie. Family holiday taken in term time).

**Remissions Policy**

In the case of residential visits, parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

* universal credit in prescribed circumstances
* income support
* income based jobseeker allowance
* support under part VI of the Immigration and Asylum Act 1999
* child tax credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by HMRC) does not exceed £16,190 (Financial Year 2013/14)
* the guaranteed element of State Pension Credit
* an income related employment and support allowance that was introduced on 27 October 2008.

**Charges to Schools**

In order to support the level of educational offer and promote shared responsibility with schools, charges are levied as contributions towards placements. Where a student is able to travel independently to school, it is expected that schools will provide a Travel Pass. The exception to these charges is in the case of permanently excluded pupils when all charges for placement and transport remain the responsibility of the local authority.

Schools receive funding for students who are main roll with them (AWPU) as well as additional funding for some students through Pupil Premium. Pupils accessing services remain on the main roll of their home school which promotes best practice in joint working, increases engagement of students and encourages a sense of belonging as well as allowing funding to be targeted appropriately to support high quality educational provision for students outside of mainstream school.

Charging for placements is outlined below:

* New Ways of Working, Primary Intervention Membership annual fee is charged at £4 per KS1/2 student on roll. Then a referred placement is charged at £105 a week for a 6 week place inclusive of 6-8 weeks of outreach support following full reintegration for member school. (£250 per week for non members) The rational for being a member of the New Ways of Working group of schools is to both model good practice in working collaboratively as well as to support all schools with sustainable costs of this provision thus reducing the need for Permanent exclusions and managed moves.
* Respite placement (Years 7-9) for a maximum of 6 weeks including up to 2 weeks of outreach reintegration support on return to school – No charge.

* Longer term Key Stage 4 placement – the monthly pro rata of AWPU charged by budgetary year.

School representatives will be expected to sign the placement agreement which stipulates charging rates at the admission meeting and this will then be passed to the Finance Officer for invoicing.

Reintegration and outreach services to support students returning to mainstream school or on managed moves can be accessed without charge for up to 6 weeks.

Pupil Premium will not be claimed for respite pupils as it is expected that this will be a method of funding placements for mainstream schools. For long term placements Pupil Premium will be charged.

**Enterprise Learning Alliance PRU Charging Protocol**

As a local authority, the Council has statutory duties and responsibilities in relation to providing education for pupils who are unable to access or who have lost or are at risk of losing a school place as a result of behavioral issues or who are hard to place.

In accordance with the terms of the Service Level Agreement (SLA) the Council delegate or devolve funding to the district to meet the needs of these identified groups. The Thanet and Dover District Head Teachers have developed a service to provide additional places and an outreach/intervention service which requires additional school funding. The following guidance should be adhered to:

* The delegated /devolved budget is for the delivery of a core programme which fulfils the Councils Statutory Duty as set out in Schedule 1 of the SLA.
* Where placements are long term (KS4 only), recoupment of the AWPU and additional factors are taken into account. The PRU Management Committee and District Head Teachers have agreed the costing of £5500 per year. Which includes FSM.
* KS3 Short Term/Time out provision (6 weeks or less), intervention and outreach support is at no additional cost for schools, apart from exceptional Travel costs \*. Pupil Places which exceed the 6 week TO or when a pupil returns to the PRU will incur a pro-rata charge (Table 2). Consideration must be given to the impact on school resources of charging for short term placements.
* The charges to schools must not prohibit access to or engagement with the provision for any pupil.
* Charges and places to schools must be agreed in advance by the local Head Teachers and the Management Committee.
* Where additional charges to schools are made in relation to the delivery of the Programme (including funding for associated administration and staffing costs), the amount of such funding shall be included in the budget, together with a clear description of what that funding shall be used for.
* If a school has no alternative but to Permanently Exclude a pupil the cost to the school will be £9000.
* Additional places over a school **agreed allocated** number will cost £8000, pro rata.
* A Place for an Out of County Pupil is £12,000.

**Table 1: KS4 - The average funding rate for non- selective schools in Kent for 2016-17 (excluding lump sum, rates, PFI and London Fringe).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AWPU** | **Additional factors:Free School MealsIDACILACEALLow PA Supplement for long term placement** | **Total** |  | **Termly rate total** |
| £4,173 | £1,327 | £5,500 |  | £916.67 |

**Table 1: KS3 - The average funding rate for non- selective schools in Kent for 2016-17 (excluding lump sum, rates, PFI and London Fringe).**

**No additional cost to school for placement under 6 weeks.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AWPU** | **additional factors:Free School MealsIDACILACEALLow PA Supplement for long term placement** | **Total** |  | **Termly rate total** |
| £3,803 | £1,697 | £5,500 |  | £916.67 |

*\*Exceptional travel cost are considered when there is an agreement that a pupil needs a train or Taxi rather than a bus pass. These have to be agreed by the school and PRU in advance.*