



# Admission and Remissions Policy

**St Mary's CE (A) Primary School**

2017-2018

## **1. Rationale**

Under the charging provisions of the Education Reform Act, governing bodies may choose to charge for certain defined activities but only if they have first drawn up a statement of their charging and remission policy.

## **2. Purpose**

To comply with the objectives of the charging provisions in the Education Act 1988.

## **3. Guidelines**

3.1 Education provided for the pupils of St. Mary's C.E. (A) Primary School should be free if:-

- a) it takes place wholly or mainly during school hours.
- b) it is outside school hours but is required in the syllabuses in prescribed public examinations, or is part of the National Curriculum, or is part of the statutory religious education.

3.2 The governing body intends to subsidise part of the cost of the following areas of activities, at the direction of the Headteacher:-

- a) board and lodging on residential visits.
- b) costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours.
- c) activities which take place wholly or mainly outside but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
- d) the cost of entering a pupil for a public examination not prescribed in regulations.
- e) re-sits for public examinations.
- f) Support families experiencing hardship, at the discretion of the Headteacher.

4. The governing body will request parents to make voluntary contributions to support school activities whether during or after school hours, residential or non-residential.

4.1 Each year group will receive an amount of money to support educational visits.

4.2 Education outside school hours may be charged where they are defined as optional extras.

4.3 Parents must agree to their child participating and be willing to meet any charge requested in full.

4.4 contribution from the School Fund towards any optional extras will be at the discretion of the Head Teacher.

4.5 Such charges will not exceed the cost of the provision for each pupil.

4.6 The cost for optional extras will include:-

- (a) a proportion of coach fare.
- (b) the cost of insurance.
- (c) board and lodgings.
- (d) materials and equipment.
- (e) teaching and support staff costs.
- (f) entrance costs to museums, castles, theatres, etc.
- (g) any costs of engaging staff specifically for the purpose of providing the activity.

## 5. Conclusion

The Charging and Remission policy of the school maintains the right to free school education and encourages the maintenance of valuable optional provision.

**Signed:** *Sonia Oxford* **Chair of Governors**

**Policy Date: July 2017**