



Charging Policy

Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with section 457 of the Education Act, 1996.

Aims

To follow the basic principle – that education should be free of charge if it takes place during school hours. Parents and others have the right to information about school hours, and this information is included in the school prospectus.

Review

The Governing Body maintain the right to review and amend this policy at any time, but no later than the Review Date stated at the end of this document.

Educational Visits

The Governors will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum. We undertake to inform parents in advance of any charges or voluntary contributions required. If charges are made or voluntary contributions requested, these would be no more than the actual cost of providing the activity, divided by the number of pupils taking part. Whenever these are requested, it will be made clear to parents that the contributions are voluntary and that no pupil may be left out of an activity. The Governing body for the academic year 2025-2026, have ensured that there is enough money put aside for these activities so they will be free to all pupils.

Extra-Curricular Activities

Costs for extra-curricular activities, such as football, undertaken by outside agencies out of school hours should be met by the parents so that each activity is self-funding. No funds for such activities will be underwritten by the school.

Visiting Speakers and Performers

Where attendance constitutes an optional enrichment to the curriculum, pupils' attendance will be not subject to any charge.

School Photographs

Whenever opportunities arise to purchase such items parents are informed that they are under no obligation to buy.

Breakfast and After School Clubs

Breakfast Club will be charged at £5.00 per session per child – this cost includes breakfast. The club runs between 7.45am and start of school. After School Club will be charged at £10.00– this cost includes a snack. The club runs between 3.10pm and 6pm.

Fixed Penalty Notices

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered. They can only be issued by the Headteacher, a Local Authority, or the police. FPNs can be issued to each parent liable for the attendance offence or offences. At Marnel Infant School, we consider that regular attendance and punctuality is of such importance that FPNs may be issued where a pupil has had 20 or more half day sessions i.e. the equivalent to 10 school days, of unauthorised absence in any 10 school week period and;

- where issuing a FPN will be an effective measure in helping the pupil return to school and/ or ensure their future regular attendance/ punctuality.
- where the parent/ carer is capable of ensuring the pupil's regular attendance/ punctuality.
- where the parent/ carer has failed to co-operate in making use of advice/ support offered.

Other Circumstances Where a FPN May be Issued

A FPN may also be issued for persistent lateness – if a child arrives after the register has closed at 9.30am on more than 10 days in a 10 week period.

Is a Warning Given?

The parent/ carer will be given a written notice to improve warning of the possibility of the FPN being issued. This written warning will advise the parent/ carer about the extent of the child's absence and warn them that if the child's attendance and punctuality does not show a significant improvement and if this improvement is not maintained thereafter, a FPN will be issued without further warning.

Legal Intervention Team (LIT)

If the FPN is not paid within 42 days of receipt the Legal Intervention Team will support the school through parental prosecution. The LIT must also be informed by the school if a Warning Letter for a FPN or FPN are issued.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee. For users connected to the school the charge will be based on the site staff overtime costs.

General Considerations

In all cases where costs are involved, the School will endeavour to meet these in respect of pupils where parents have personal difficulties, subject to prior agreement by the Headteacher.

Freedom of Information Charges

The school has a Freedom of Information document which will outline the individual charges for copies of FOI papers/reports. These will be made available through the school office and charges applied as agreed by the Resources Committee.

In all cases, references to “parents” include those with parental responsibilities.

Approved: Autumn 2025

Date of Review: Autumn 2026