



Swallow Grange Alternative Provision

Charging and Remissions Policy

Policy Owner: Head of Provision

Approved By: Footsteps to Futures Education Ltd

Date Approved: June 2026

Review Frequency: Annually

Next Review: June 2027

1. Statement of Purpose

Swallow Grange Alternative Provision is committed to ensuring that no pupil is disadvantaged because of their family's financial circumstances. We believe that all pupils should have equal access to the educational opportunities and experiences offered as part of their placement.

As an Alternative Provision supporting pupils aged 4–11 with Special Educational Needs and Disabilities (SEND) and Social, Emotional and Mental Health (SEMH) needs, placements at Swallow Grange are commissioned and funded by Local Authorities, schools or other authorised commissioning bodies.

All education, support and interventions delivered as part of a commissioned placement, including provision specified within an Education, Health and Care Plan (EHCP), are provided **without charge to parents or carers**.

This policy explains the limited circumstances in which charges may be made and how requests for remission of charges will be considered.

2. Legal Framework

This policy has been developed in accordance with:

- Education Act 1996
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- Department for Education guidance on Charging for School Activities
- Equality Act 2010

3. Principles

Swallow Grange is committed to ensuring that:

- Educational provision remains accessible to every pupil.
- No child is excluded from educational opportunities because of financial hardship.
- Parents and carers are not charged for education delivered as part of a commissioned placement.
- Any charges made are lawful, reasonable and transparent.
- Requests for financial support are considered sensitively and confidentially.

4. Activities for Which No Charge Will Be Made

No charge will be made for:

- Any education provided as part of a pupil's commissioned placement.
- Teaching delivered during agreed placement hours.
- Provision specified within an EHCP.
- Individual support and therapeutic interventions included within the commissioned package.
- Teaching materials, books, equipment and classroom resources.
- Curriculum activities forming part of the planned educational programme.
- Internal educational visits and activities that are an integral part of the curriculum.
- Reasonable adjustments made to meet pupils' additional needs.

5. Activities for Which Charges May Be Made

In accordance with legislation, charges may be made for:

- Activities that are entirely optional and are not part of the commissioned educational provision.
- Optional enrichment activities where additional costs are incurred.
- Residential visits where board and lodging charges are applicable (where relevant).
- The repair or replacement of equipment or property where damage or loss has resulted from deliberate or reckless behaviour, where this is considered reasonable.

Parents and carers will always be informed in advance if charges apply.

6. Voluntary Contributions

From time to time, Swallow Grange may invite voluntary contributions towards additional enrichment opportunities or activities.

These contributions are entirely voluntary.

The provision will ensure that:

- There is no obligation to contribute.
- No pupil will be treated differently if a contribution is not made.
- Access to activities will not depend upon payment.
- Activities may only proceed where sufficient funding is available.

7. Remissions

Although parents and carers are not charged for core educational provision, Swallow Grange recognises that some families may experience financial hardship.

Where charges apply for optional activities, the provision may offer full or partial remission following consideration of individual circumstances.

This may include families receiving:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Pension Credit
- Other evidence of financial hardship

Each application will be considered individually and confidentially by the Head of Provision or Managing Director.

8. Educational Visits

Educational visits that form part of the planned curriculum and commissioned provision will normally be provided without charge.

Where optional visits are organised outside the commissioned provision, parents and carers will be informed of any costs in advance.

Risk assessments will be completed for all visits, and no pupil will be excluded solely because of financial circumstances wherever funding arrangements can be identified.

9. Transport

Transport arrangements are normally the responsibility of the commissioning Local Authority or referring school, particularly where transport forms part of an EHCP.

Swallow Grange does not routinely charge parents or carers for transport provided as part of a commissioned placement.

10. Damage to Property

The provision understands that many pupils attending Swallow Grange have SEND and SEMH needs which may influence their behaviour.

Where damage occurs, the circumstances will always be considered carefully before any request for payment is made.

Where appropriate and reasonable, parents or carers may be asked to contribute towards the repair or replacement of equipment or property where damage has resulted from deliberate or malicious behaviour.

Any decision will take into account:

- The individual circumstances of the incident.
- The pupil's identified needs.
- The nature and extent of the damage.
- The reasonableness of requesting payment.

11. Equality and Inclusion

Swallow Grange will ensure that this policy is implemented fairly and consistently.

No pupil will be disadvantaged because of:

- Disability
- SEND
- Financial hardship
- Family circumstances
- Protected characteristics under the Equality Act 2010

Reasonable adjustments will always be considered where appropriate.

12. Monitoring and Review

This policy will be reviewed:

- Annually.
- Following changes to legislation or Department for Education guidance.
- Following significant operational changes within the provision.
- Following recommendations arising from audits or inspections.

13. Linked Policies

This policy should be read alongside:

- Admissions Policy
- Equality Policy
- SEND Policy
- Educational Visits Policy
- Behaviour Policy
- Finance Procedures
- Complaints Policy

Approval

Approved by: Jayne Chudley

Position: Managing Director

Date: June 2026

Next Review: June 2027