



Adopted: February 2019

To be reviewed: February 2020

Admissions Policy

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day. This is currently £1.80 as decided by Facilities Management who provide our catering service. All pupils in Reception, Year 1 and Year 2 are entitled to free school meals as part of the Universal Infant Free School Scheme. Parents of children in KS 2 who are entitled to FSM, must complete the Bradford Council's free school meal form. https://online.bradford.gov.uk/ufs/FREE_SCHOOL_MEALS.eb . Assistance in completing the form can be accessed through the school office.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. If the school feels that there should be a review of a KS 2 SATs paper, any costs incurred will be paid by the school.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**)
There is a voluntary contribution for transport/organised activity during school hours (**section 12**).

We may charge for:

- *books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)*
- *optional extras (**section 5**)*
- *music or vocal tuition (**section 8**).*

5. Activities that take place outside of school hours (non-residential)

A charge will be made for any Disco's that take place outside of normal school hours. The charge will be made to cover the cost of any refreshments that are provided for the pupils. Charges will not be made to cover staff costs or entertainment costs.

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools

- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras:

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set as required by the Headteacher and reported to the Governors.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

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

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

A deposit may be charged for loan of equipment.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our school will 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 pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions.)

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**)

8. Music tuition within school hours

Farfield primary and Nursery School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

9. Extended services

Farfield primary and Nursery School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, *e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)*
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Farfield provides a breakfast club which is free to attend, due to funding from 'Magic Breakfast' scheme a selection of bagels, cereal and porridge re served to all children free of charge.

Farfield also provides after school clubs which are free of charge to all attending pupils.

Any charges will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Farfield offers Holiday Clubs which are free of charge to all pupils attending (a nominal fee is requested to cover the cost of consumables only).

10. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

A charge of £4.50 will be made per book to replace lost/damaged reading books or reading record books.

A charge of £5.95 will be made to replace lost/damaged homework books.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit
- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

12. Voluntary Contributions

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Milk

Nursery and Reception children receive free milk.

Pupils whom are entitled to free school meals are automatically entitled to free milk, all that is required is a sign up letter is completed stating that the pupil would like to take up the offer of free milk.

Those pupils that are not entitled to free school meals can still have milk, the letters of up take are sent out at 3 points during the year. In July the letters are sent out for milk to be taken up in Autumn term, in December the letters are sent out for milk to be taken up in Spring term and in March the letters are sent out for milk to be taken up in Summer term.

If a child starts school after these letters have been sent out, they still have the right to take up milk regardless of if this is free or chargeable.

14. Nursery Snack.

Nursery request 50 pence per week donation towards the cost of daily snack.

Inability or unwillingness to pay

Farfield Primary and Nursery School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Signed _____ Date _____

(Head teacher)

Signed _____ Date _____

(Chair of Governors)