



13. Charging and Remissions

Date adopted April 2024

Next review September 2024

See EOTAS policy control document (held by the Business Manager) for status, notes and actions pertaining to this policy



Charging and Remissions Policy

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Adopted	April 2024		Adoption of Charging and Remissions policy



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1. Charging for damages (to be read in conjunction with the Behaviour policy number 25)

EOTAS reserves the right to make reasonable reparation charges in the following circumstances:

- Damage to equipment, property, or premises.
- Failure to attend Public/External Examinations

(Charges will be issued at the discretion of the Head of Centre/Head of EOTAS on a case-by-case basis.) Upon entry into the EOTAS service, parents/carers will be made aware of the following potential charges.

In the case of charges being made EOTAS will:

- Contact parents/carers to discuss the incident
- Establish the cost of replacement/repair/fee incurred.
- Confirm in writing the cost and charge to be made to the parent/carer.

2. Charging for EOTAS placements – to be read in conjunction with the Admissions policy (number 2)

The Local Authority commissions an agreed amount of places each year along with a top-up fee to support the service to meet the needs of the students. All referrals for EOTAS are carried out via the EOTAS weekly admissions panel.

Referrals can be made via email to ADMIN@EOTAS.SWINDON.SCH.UK or through the website portal.

KS3 Fernbrook/Oakfield

Schools that refer KS3 students for deep dive 6 placements at Fernbrook College (CARE – Child at risk of exclusion) will be charged by EOTAS at a daily rate of £47.37. These students will either return to their mainstream, be put forward for a managed move through FAP or agree to a statutory needs assessment.

All other non-EHCP referrals
£47.37 per day (9k per annum)

KS3 Riverside – deep dive 6 (non-EHCP) (6 weeks)
£47.37 per day

All other non-EHCP referrals
£47.37 per day (9k per annum)

The daily rate is charged from the day the student is supported by EOTAS and is considered 'dual-registered' with the mainstream school. EOTAS hold case management review meetings termly with schools to provide regular progress updates and discuss the next steps



EHCP referrals – the charges for EHCP students will depend on the package required to support and meet needs. This can be discussed at the time of the referral.

SEND consultations – single roll

We are an inclusive organisation and will aim to find an appropriate package to support SEND students referred to Swindon EOTAS. If we do not feel we can meet needs within our in-house provisions, we can consider and discuss a bespoke package. Students referred for single roll via SEN consultation will be charged using the EOTAS banding tool and agreed before admission with the referring local authority.

All the above charges will be reviewed in the summer term for the forthcoming academic year.

Bespoke 1:1 package

Provision will be agreed via a Service Level agreement between Swindon EOTAS and the Head Teacher of the School/Academy when the student becomes dual registered with EOTAS Swindon on admission. Students remain on roll at their mainstream school until the end of Year 11.

These packages will be costed on referral and agreed with the school or referring authority before admission. This charge will be agreed upon before any commitment to tuition commences. These charges will be reviewed annually to reflect changes in the Teacher's pay policy.

1:1 tuition is charged at £40 per hour with a teacher.

Hospital education, tuition, and outreach service

3. Universal Offer

This is funded directly by the Local Authority to EOTAS to provide:

- Provide support, equipment, and resources at the children's ward of GWH.
- Teaching for students who:
 - are an in-patient at the Great Western Hospital and are well enough to be taught for an extended period
 - Within Riverside College
- Advice and consultation to schools/academies regarding the education of students with medical and/or mental health needs up to 10 hours per school in any academic year. For example:
 - Dedicated staff who will act as lead professionals to liaise with medical staff and advise schools and academies on the delivery of personalised learning programmes for children with medical needs.
 - Attendance in an advisory capacity at relevant multi-agency and review meetings for in-patients and non-hospitalised students.
 - Family liaison.

Please note that if the advice and consultation to a school reaches more than 10 hours per year, then charges based on an hourly rate will apply as per the rates below.

4. The Individual Offer

This is a chargeable service commissioned by the mainstream school and comprises of:

- Direct educational support chargeable for:
 - Tuition (1:1 or in a small group) – plus fixed fee mileage
 - Integration to/from the HETOS, - this could include a transition place at Riverside College (main site)
 - Assessment
 - Administration
 - Leadership liaison for meetings

Provision will be agreed via a Service Level agreement between Swindon EOTAS and the Head Teacher of the School/Academy. The student will remain the responsibility of the referring school and will be classified as a subsidiary dual registered for the agreed hours of tuition only.

Students remain on roll at their mainstream school until the end of Year 11.

For this service, the following charges will apply to all mainstream schools within the Swindon Borough boundary (With effect from 1st Jan 2021):

An hourly rate of £40 per hour to all locations within the Borough (excluding the Great Western Hospital) will be charged. These charges will be reviewed annually.

Schools outside the boundary of Swindon Borough Council and colleges/alternative provisions wishing to make a referral to the EOTAS panel may do so. The charges for this will be calculated at the time and agreed via a Service Level Agreement.

5. School meals

There is no charge for school meals to those students who are eligible for free school meals. All other students will receive the offer to purchase a school meal based on the current pricing charged.

6. Public examinations

We will charge for non-attendance of any exam that the student has been entered for by the service. This will be at the full cost of the exam. There will also be a charge for a resit of any exam requested by the student.

7. Activities that take place during/after school hours

There is no charge for activities that take place when they are part of the curriculum.

We may however charge for:



- Books and materials that a parent/carer wishes the child to keep
- Music or vocal tuition
- Board and lodging for a student on a residential visit
- Non-curriculum-related trips
- Optional extras

8. Residential activities

Our school will charge for the cost of the trip, Swindon EOTAS, may contribute for such visits to support young people and families to attend these enrichment activities. Parents who can prove hardship may be exempt from paying this cost (see guidance on remissions).

9. Extended services

EOTAS is dedicated to providing a well-rounded education for the students which may include extra-curricular activities (extended services). Extended services enable EOTAS to provide:

High-quality learning opportunities on either side of the school day

Providing access to study support, parenting support, health, social care, or special educational needs support

Ways of increasing student engagement

Ways of improving outcomes and narrowing gaps between different groups of students

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Voluntary contributions

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

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

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

11. Inability or unwillingness to pay

EOTAS 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/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 parent/carer of the child who did not want to, or could not make the payment, will not be disclosed under any circumstances.



12. Remissions and concessions

The school will consider the remission of charges to parents who receive support payments.

For residential trips, parents who can prove they receive certain benefits will be exempt from paying the cost of boards and lodgings.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head Teacher or the Chair of the Management Committee 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 students. This will be determined by the Head Teacher or the Chair of the Management Committee.

Please refer to Departmental advice - Charging for school activities
<https://www.gov.uk/government/publications/charging-for-school-activities>

