

## St John’s College Charging and Remissions Policy

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Policy Owner	Director of Education	Review Date:	July 2026
Policy No.	108a	Version No.	3.0

## 1. Introduction

This policy applies to St John's College which is an Independent Specialist College (ISP) registered with the Education and Skills Funding Agency (ESFA)<sup>1</sup> as an approved Section 41 post-16 institution.<sup>2</sup>

The college is owned and run by the national charity Ambitious about Autism (AaA). AaA is a national charity for autistic children and young people who may also have a learning disability. AaA's vision is for a future where every autistic child and young person can be themselves and realise their ambitions and our mission is that we stand with autistic children and young people, champion their rights and create opportunities.

The college is funded through a combination of fees paid by Local Authorities, the ESFA and also voluntary income to fund the college's development, research, evaluation, providing support and additional resources.

## 2. Charging and Remissions

During the college's day, all activities that are a necessary part of the curriculum will be provided free of charge as this is included within the fee paid for the education placement. This includes any materials, equipment and transport to take young people between the school and the activity. There will be no charge for any activity that is an essential part of the syllabus for an approved examination or accredited course of study.

Voluntary contributions may be sought for activities during the college's day which entail additional costs, for example visits to a museum. In these circumstances no young person will be prevented from participating because his/her parents/carers cannot or will not contribute. (If insufficient funds are available, it may be necessary to curtail or cancel activities)

From time to time we may invite a non-educational organisation to arrange an activity during the college's day. Such organisations may charge the college who may then ask parents/carers to make a voluntary contribution. Again, no young person will be prevented from participating because his/her parents/carers cannot or will not contribute. (If insufficient funds are available, it may be necessary to curtail or cancel activities.)

### 2.1 Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the college's day, for example a visit to the theatre. Such activities are not part of the curriculum nor are they part of an examination syllabus.

### 2.2 Education partly during the school day

If a non-residential activity happens partly inside the college's day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the college's day. Conversely, if the bigger proportion of time spent falls outside of the normal day, charges may be made. When such activities are arranged, parents/carers will be told how the charges were calculated.

### 2.3 Residential Visits

Charges will be made towards board and lodging, except for young people whose parents/carers are in receipt of eligible benefits, however, no young person will be prevented from participating because parents/carers cannot or will not contribute. On many occasions, donations from funders have enabled the educational establishment to heavily subsidise educational visits and significantly reduce the charge to parents/carers.

<sup>1</sup> Education Funding Agency is an executive agency, sponsored by the [Department for Education](#).

<sup>2</sup> Section 41 of the Children and Families Act, Secretary of State publishes a list of approved institutions.

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## 2.4 Minibus

Travel in the college's mini-bus is free.

## 2.5 College Meals

Learners are able to access free meals provided at the setting's campus.

The government provides funding for the provision of free meals for learners who qualify for the assistance please see 'St John's College Provision of Free Meals Policy' for further information.

## 2.6 Residential Provision

During residential time, all activities that are a necessary part of the curriculum/arranged by the residential team will be provided free of charge as this is included within the fee paid for the residential placement. This includes any materials, equipment and transport to take young people between the houses and the activity.

Parents/Carers or social care team should ensure appropriate funds are available either through appropriate benefits or by including in fees, to provide items for personal care (shower gel, shampoo etc) as well as clothing, or ensure that the learner has sufficient funds themselves to purchase such items

Money should be provided for learners to enable them to purchase items that they may wish to such as snacks, clothing, games, music etc. This can either be provided by parents/carers or through the learner's benefits. The amount required will be agreed on an individual basis.

## 2.6 Calculating charges

When charges are made for any activity, whether during or outside of the college's day, they will be based on the actual costs incurred, divided by the total number of learners participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

Eligible benefits are:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

The principles of best value will be applied when planning activities that incur costs to the educational establishment and/or charges to parents/carers.

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### 3. Further information

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### 4. **Monitoring**

This policy will be reviewed by the Head and approved by the Education and Care Committee annually.

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