

Fees Policy

Policy rewritten March 2026 – Review date March 2027

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1. Introduction

1.1 About Bradford Christian School

Bradford Christian School is an independent school that does not receive government funding, except for:

- Early Years Foundation Stage (EYFS) entitlement funding for eligible 2, 3 and 4-year-olds
- Local Authority funding for pupils in our Autism Provision who have Education, Health and Care Plans (EHCPs)

1.2 Purpose of This Policy

This policy sets out how school fees are charged, paid, and managed. It ensures:

- Transparency about our fee structure and payment requirements
- Consistency in how we handle fee payments and arrears
- Clarity about support available for families experiencing financial difficulty
- Compliance with legal requirements including VAT, data protection, and equality legislation

1.3 Financial Sustainability

The school operates on a budget and relies on regular fee payments to cover running costs, including staff salaries, resources, building maintenance, and educational provision. Timely payment of fees is essential to maintain the quality of education we provide.

2. Fee Payment Requirements

2.1 Payment Method and Timing

- **Fees must be paid by standing order on the 1st of each month**
- Payments are required for **12 months of the year** (including August)
- Bank details for standing order setup are available from the school office

2.2 Notice Period for Withdrawal

- **Two full calendar months' written notice** is required if your child is leaving the school for any reason
- Notice must be given in writing to the Headteacher
- Fees remain payable for the full notice period, even if your child is withdrawn earlier
- **Example:** Notice given on 15th January means fees are payable until 31st March

2.3 Exceptions to Notice Period

The school may waive or reduce the notice period in exceptional circumstances, such as:

- Family relocation due to employment (with evidence)
- Serious family emergency or bereavement
- Child's significant health or wellbeing needs requiring alternative provision

Each case will be considered individually by the Headteacher and Governors.

2.4 VAT on School Fees

From **1 January 2025**, VAT at 20% is added to all school fees for pupils in Years 1-11, in accordance with the Value Added Tax Act 1994 (as amended).

VAT does not apply to:

- EYFS funded hours
- Sessions paid for by Local Authorities (including for pupils in the Autism Provision with EHCPs)

Current fee rates including VAT are shown in [Appendix A](#).

3. Fee Reviews and Changes

3.1 Annual Fee Review

- Fees are reviewed annually and may increase based on inflation, staff costs, and operational expenses
- Any fee increase will be communicated **at least 3 months in advance**
- Fee increases normally take effect from September each year
- Parents will receive written notification by the end of the summer term if their child's fees will change in September

3.2 Communication About Changes

All fee change notifications will clearly state:

- The new monthly fee amount
- The date from which it applies
- The reason for the change
- How to contact the school office with questions

4. Non-Payment of Fees

4.1 Importance of Communication

If you are experiencing difficulty paying fees, please contact us immediately. Early communication allows us to work with you to find a solution. We understand that unexpected circumstances can affect family finances.

4.2 Non-Payment Procedure

Timeline	Action
By 15th of Month 1	If payment not received, automatic reminder email sent
By 15th of Month 2	If Month 1 still unpaid, second email sent detailing amount owed and requesting meeting with finance team
End of Month 2	If Months 1 and 2 unpaid, formal letter sent and meeting arranged to discuss: <ul style="list-style-type: none"> • Repayment plan for arrears (see Appendix C), or • Alternative school placement
Ongoing non-payment	School reserves the right to: <ul style="list-style-type: none"> • Withdraw child's place (with 2 weeks' written notice) • Pursue legal action to recover unpaid fees • Charge parents for all reasonable costs incurred, including legal fees

4.3 Legal Recovery of Fees

- The school will seek reimbursement for all unpaid fees
- If necessary, this will be pursued through court action
- **Parents remain liable for:**

- All outstanding fees
- Interest on unpaid amounts (at the statutory rate)
- All reasonable legal costs incurred by the school
- Court fees and other recovery costs

4.4 Withdrawal of Place

If fees remain unpaid and no satisfactory payment arrangement has been agreed:

- The school reserves the right to withdraw your child's place
- You will receive at least **2 weeks' written notice** before withdrawal
- You remain liable for all outstanding fees and recovery costs
- The school will work with you to ensure a smooth transition to alternative provision where possible

5. Financial Hardship and Bursaries

5.1 Short-Term Financial Hardship

If you experience **genuine short-term financial hardship** or an unexpected change in circumstances, we may be able to arrange:

- A temporary payment plan (see [Appendix C](#))
- Deferred payment arrangements
- Short-term fee reduction

You must contact the School Business Manager or Headteacher immediately to discuss your situation. All arrangements must be agreed in writing and are subject to regular review.

5.2 Bursaries

Limited bursaries are available to families who meet our eligibility criteria. Bursaries are means-tested and awarded based on:

- Family financial circumstances (with supporting evidence)
- The child's educational needs
- The child's contribution to the school community
- Availability of bursary funds

5.3 How to Apply for a Bursary

1. Request a bursary application form from the school office
2. Complete the form with full details of your financial circumstances
3. Provide supporting documentation (e.g., tax returns, benefit letters, payslips)
4. Submit to the Headteacher by **30th April** for the following academic year

Applications received after this date will be considered if funds remain available.

5.4 Bursary Decisions

- Decisions are made by the Headteacher , though the amount is dependent on budget, approved, by governors
- You will be notified of the outcome by **30th June**
- Bursaries are reviewed annually and may be adjusted based on changing circumstances
- All bursary information is treated in strict confidence

6. EYFS Funded Places

6.1 Eligibility for Funded Hours

All 3 and 4-year-olds are entitled to 15 hours of free childcare per week from the term after their 3rd birthday.

30 hours funding is available for 3 and 4-year-olds if parents (and their partner, if applicable):

- Are in work, or receiving parental leave, sick leave, or annual leave
- Each earn at least the National Minimum Wage for 16 hours per week
- Each earn less than £100,000 per year

Full eligibility details:

www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

6.2 Claiming Funded Hours

To claim funded hours, you must:

1. Check your eligibility and apply for a code at www.childcarechoices.gov.uk
2. Provide your valid eligibility code to the school office
3. Complete a Funding Agreement Form ([Appendix B](#))
4. Reconfirm your eligibility code every 3 months (for 30-hour funding)

You are responsible for maintaining your eligibility. If your circumstances change and you no longer qualify, you must inform the school immediately. If you lose eligibility, you will be charged for previously funded sessions.

6.3 Additional Paid Sessions

Regular additional sessions:

- Cost: **£16.00 per session**
- Must be agreed in advance and recorded on the Funding Agreement Form
- Invoiced monthly (due on 1st of each month) or weekly (due within 7 days)

Ad hoc sessions:

- Cost: **£16.00 per session**
- Must be booked in advance with the EYFS teacher, subject to availability
- Invoiced weekly (due within 7 days)

What's included:

- All snacks are included in the session fee
- For funded sessions, parents will be asked to provide a packed lunch

6.4 Changes to Funded Sessions

- You must give **2 weeks' notice** of any changes to your child's regular sessions
- Changes are subject to availability
- The Funding Agreement Form will be updated to reflect any changes

7. Refunds and Credits

7.1 Absence from School

No refunds or credits are given for:

- Illness or medical appointments
- Family holidays taken during term time
- School closures due to adverse weather (unless exceeding 5 consecutive days)
- Individual pupil exclusions or suspensions

Fees remain payable in full regardless of absence.

7.2 Prolonged School Closures

In the event of a school closure exceeding **5 consecutive days** due to circumstances beyond the school's control (e.g., pandemic, building damage), the school will consider whether a refund or credit is appropriate.

Any such decision will be made by the Headteacher and Governors, taking into account:

- The reason for and length of closure
- Whether remote learning was provided
- The school's financial position
- Fairness to all families

7.3 Overpayments

If you overpay fees, the school will:

- Notify you within 10 working days
- Credit the amount to your next fee payment, or
- Refund the amount within 20 working days if you prefer

8. Data Protection

The school processes personal and financial information in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

We collect and use your information to:

- Administer fee payments and manage your account
- Communicate with you about fees and payment issues
- Comply with legal and regulatory requirements
- Claim EYFS funding from the Local Authority

Your rights: Full details of how we process personal data, your rights, and how to exercise them are available in our Privacy Notice on the school website or from the school office.

Data security: All financial information is stored securely and accessed only by authorised staff. We will never share your financial information with third parties except where required by law or with your explicit consent.

9. Equality and Non-Discrimination

9.1 Our Commitment

Bradford Christian School is committed to ensuring that our fees policy does not discriminate against any individual or group with protected characteristics under the Equality Act 2010.

9.2 Equality Impact Assessment

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and families with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED).

Our assessment considered:

- Affordability and accessibility of fees for families from different backgrounds
- Availability and accessibility of bursaries and financial support
- Flexibility of payment arrangements for families with different needs
- Communication methods to ensure all families can understand and access information about fees

9.3 Ongoing Monitoring

We will continue to monitor the impact of this policy and make adjustments as necessary to ensure it promotes equality of opportunity and does not create barriers to accessing our school.

If you believe this policy has a negative impact on you or your family due to a protected characteristic, please contact the Headteacher to discuss your concerns.

10. Complaints

If you have concerns or complaints about fees or the application of this policy, please follow our Complaints Policy, which is available on the school website or from the school office.

Initial concerns should be raised with the School Business Manager or Headteacher, who will work with you to resolve the issue informally wherever possible.

If your concern is not resolved informally, you may make a formal complaint following the procedure set out in our Complaints Policy.

11.0. Version Control

Date of Adoption of this Policy	24 April 2026
Date of last review of this policy	March 2025
Date of next review of this policy	March 2027
Policy Owner (SLT)	Jane Prothero
Policy Owner (Governors)	Heather Thomson

Appendix A: Fee Structure 2026/27

Annual and Monthly Fees (Years 1-11)

Fees are charged for **12 months of the year** and include VAT at 20% from 1 January 2025.

Years 1 - 11					
Current Fees (per child)		New Fees from September 2026 (per child)			
		Annual		Monthly	
Annual	Monthly	<i>Excl. VAT</i>	With VAT	<i>Excl. VAT</i>	With VAT
£5520	£460	£5740.80	£6888.96	£478.40	£574.08
£4,770	£398	£5724	£5952.96	£477	£496
£4,520	£377	£5425	£5640.96	£452	£470

Notes:

- Sibling discounts apply automatically when multiple children from the same family attend
- Additional supplements may apply for certain year groups to cover specialist resources (parents will be notified in advance)
- EYFS funded hours are not subject to VAT
- Fees include all standard curriculum activities but exclude optional extras such as music lessons, after-school clubs, and school trips and residential.

EYFS Additional Sessions

- **Cost per session:** £16.00
- **What's included:** Childcare and snacks
- **VAT:** Not applicable to EYFS sessions

Payment of Fees

All fees are payable by standing order on the 1st of each month. Bank details are available from the school office.

Appendix B: EYFS Funding Agreement Form

Bradford Christian School

Livingstone Road, Bolton Woods, Bradford

Child and Parent Details

Child's Full Name: _____

Date of Birth: _____

Term Eligible for Funding: _____

Parent/Carer Name: _____

Contact Number: _____

Email Address: _____

Funded Hours Eligibility

Please tick the funding you are eligible for:

- 15 hours** (universal entitlement for all 3 and 4-year-olds)
 30 hours (extended entitlement - eligibility code required)

Eligibility Code: _____

Code Valid Until: _____

(You must reconfirm your eligibility code every 3 months for 30-hour funding)

Funded Sessions

Please indicate which sessions your child will attend using free childcare funding:

Day	Morning (9:00-12:00)	Afternoon (12:00-3:00)
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

Total Funded Hours per Week: _____

Additional Paid Sessions

Regular additional sessions required (£16.00 per session):

Day	Number of Sessions	Cost per Week
Monday	_____	£_____
Tuesday	_____	£_____
Wednesday	_____	£_____
Thursday	_____	£_____
Friday	_____	£_____
Total per week		£_____
Total per month		£_____

(Payable every month except August)

Payment Method

Please select your payment method for additional sessions:

- BACS transfer to school account
- Standing order (recommended for regular sessions)
- Cheque (payable to Bradford Christian School)
- Cash at school office

Bank details for BACS/Standing Order:

(Available from school office)

Parent/Carer Agreement

I/We confirm that:

- The information provided is accurate and complete
- I/We will inform the school immediately if our eligibility for funded hours changes
- I/We understand that if we lose eligibility, we will be charged for previously funded sessions
- I/We understand the payment arrangements for additional sessions
- I/We agree to pay for additional sessions promptly in accordance with this agreement
- I/We will give at least 2 weeks' notice of any changes to regular sessions
- I/We have read and understood the school's Fees Policy

Parent/Carer Signature: _____

Date: _____

School Use Only

Approved by: _____

Position: _____

Signature: _____

Date: _____

Distribution:

- Copy on child's file
- Copy to school office
- Copy to parent/carer

Appendix C: Payment Plan Template

Bradford Christian School

Fee Payment Plan Agreement

Parent and Child Details

Parent/Carer Name(s): _____

Child(ren)'s Name(s): _____

Date: _____

Outstanding Fees

Total Amount Owed: £ _____

Breakdown:

- Month(s) unpaid: _____
- Amount per month: £ _____

Agreed Payment Plan

Total to be repaid: £ _____

Repayment period: _____ months

Monthly repayment amount: £ _____

First payment due: _____

Final payment due: _____

Payment method: _____

Ongoing Fees

Current monthly fee: £ _____

This must continue to be paid on the 1st of each month in addition to the repayment amount above.

Terms and Conditions

1. Payments must be made on time as agreed
2. If a payment is missed, the school will contact you within 5 working days

3. If two payments are missed, this agreement may be cancelled and the full amount becomes immediately due
4. This agreement will be reviewed after _____ months
5. This agreement may be amended by mutual consent if circumstances change

Parent/Carer Agreement

I/We agree to the payment plan as set out above and understand that failure to maintain payments may result in further action, including withdrawal of my/our child's place.

Parent/Carer Signature: _____

Date: _____

School Agreement

The school agrees to this payment plan on the understanding that all payments are made as agreed and ongoing fees continue to be paid in full and on time.

Signed on behalf of school: _____

Position: _____

Date: _____

Distribution:

- Copy on file
- Copy to parent/carers
- Copy to finance team