



**SAPIENCE**  
GIRLS ACADEMY

# FEES POLICY

**2023-24**

Last reviewed- September 2023

Next review- September 2024

Reviewed by- Chair of Trustees

Approved by- SGA Governing Body

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## **FEES POLICY 2023/24**

### **1. TERMS AND CONDITIONS FOR FEES**

This policy is intended to promote the education and welfare of pupils and the stability, forward-planning, proper resourcing and development of the school. Reasonable changes may be made to these Terms and Conditions, the fees list and the conditions of award (if applicable) from time to time to reflect changes in practice at the school. The academy reserves the right to increase the fees annually as per inflation. The fees do not cover planners, uniform. Lunch, trips and any additional revision guides and text books.

### **2. FEES POLICY**

In completing and signing of the pupil application form parents are signing to agree to pay all the finances involved in the academic year. These terms and conditions form the basis of a legally binding contract between the Parents/Guardians and the School for the provision of educational services.

Full fees are payable by the end of the first week of term 1a. The academy at its discretion will allow payments to be spread over three payments. Any other agreement will be made at the discretion of the headteacher. If a child leaves the school for any reason parents are still liable to pay the amounts on the agreed dates.

### **3. EXAM AND ADMISSION FEES**

A one-off payment of £30 is due with all applications, this will cover entry exam cost. Upon being allocated a place their will be an admission fee of £300 for a uniform set, P.E kit and homework diary planner

### **4. ANNUAL FEES**

The annual fees for students in Year 7-11 is £3000.

There will be a discount of 10% applied for a 2<sup>nd</sup> child and other children. A £50 discount will be applied for those pay the full amount on the first day of the academic school day.

### **5. PAYMENT OF FEES**

The fees can be made in one full payment or over three payments: -

**1<sup>st</sup> Payment on the 6-20<sup>th</sup> September 2023 (Term 1)**

**2<sup>nd</sup> Payment on 4-20<sup>th</sup> January 2024 (Term 2)**

**3<sup>rd</sup> Payment on 3<sup>rd</sup>-20<sup>th</sup> April 2024 (Term 3)**

<b>Termly (3 instalments)</b>	<b>September 5<sup>th</sup> 2023</b>	<b>January 5<sup>th</sup> 2024</b>	<b>April 3<sup>rd</sup> 2024</b>	<b>Total</b>
Year 7-11	£1000	£1000	£1000	£3000

Parents who have financial struggle and wish to be placed on a payment plan must contact the admin office to arrange a meeting with the Headteacher. Once any payment plan has been agreed, payments must be made on time. Failure to meet the deadline will result in the payment plan option being terminated.

## **6. METHODS OF PAYMENTS**

The school no longer receives cash payments at the school. Instead, payments should be made via BACS, bank transfer using the bank details below

### **School bank details**

Sapience Girls Academy

Account number-

Sort code-

## **7. PROCEDURE FOR NON-PAYMENT**

All fees must be paid on time. Missed payment will follow the following protocol: -

- 1- Text reminder to parents
- 2- Call home by the finance lead
- 3- Meeting if required with the finance lead
- 4- Pupils suspended until payment is cleared
- 5- Three missed payments may result in pupil being removed from the register, should this happen parents remain liable to make the outstanding payments in an agreed time frame.  
(Fees are non-refundable unless at the discretion of the school trustees).

## **8. SICKNESS AND ABSENCE**

No refund is made for sickness or absence from the school.