



Nourishing the fitrah of each unique child

Fees Policy 2022 - 2023

“O you who believe! Fulfil (your) obligations.”

(Surah Maidah, 5:1)



Fees Policy

Unique Academy is an Independent, fee paying school. Fees are the school's annual tuition fees set before the start of each new academic year. School fees are due on or before the start of the current school term and are non-refundable.

Aims and Objectives

The aim of these fees terms and conditions is to ensure that we set out a robust and fair approach by which to engage with parents to ensure that fees are paid on time.

Our objective is to ensure that there is consistency with regards to our approach and methodology and it is vital that a standard process exists and that all members of the Unique Academy community are aware of it.

Administration Fee and Free Uniform

Upon a successful application and interview, the school will issue an acceptance email to the parents/guardians. Upon acceptance of a place, there is a non – refundable administration fee payable **per child** as confirmation of the acceptance to be registered at the school.

The administration fee includes **one free complete school uniform**. Items provided are as follows:

Nursery	Reception	Year 1 / 2, Year 3 / 4 and Year 5 / 6
<ul style="list-style-type: none"> ● White hat/khimar 	<ul style="list-style-type: none"> ● White hat/khimar 	<ul style="list-style-type: none"> ● White hat/khimar
<ul style="list-style-type: none"> ● White polo shirt with a school logo 	<ul style="list-style-type: none"> ● White polo shirt with a school logo 	<ul style="list-style-type: none"> ● White polo shirt with a school logo
<ul style="list-style-type: none"> ● Navy blue jumper with a school logo 	<ul style="list-style-type: none"> ● Navy blue jumper with a school logo 	<ul style="list-style-type: none"> ● Navy blue trousers with a school logo
<ul style="list-style-type: none"> ● Navy blue jogging bottoms with a school logo 	<ul style="list-style-type: none"> ● Navy blue jogging bottoms with a school logo 	<ul style="list-style-type: none"> ● Navy blue blazer with a school logo
<ul style="list-style-type: none"> ● School book bag 	<ul style="list-style-type: none"> ● School book bag 	<ul style="list-style-type: none"> ● Navy blue pinafour with a school logo (Girls only)
		<ul style="list-style-type: none"> ● Navy blue jumper with a school logo (optional)
		<ul style="list-style-type: none"> ● School book bag
	PE	PE
	<ul style="list-style-type: none"> ● School Jogging Bottoms 	<ul style="list-style-type: none"> ● School Jogging Bottoms

Non refundable administration fee of:

£100 per child. This fee includes a compulsory free uniform for all pupils.

Uniform orders can be placed by visiting: www.uniqueacademy.education/uniforms.

Additional uniform items can also be ordered, however they will be billed separately to the initial first set.

Fees and Payment Dates

The fees and payment dates for the academic year 2022 - 2023 are as follows:

12 Monthly Payment Option	Payment schedule	Nursery 2 – 4 Year Olds	Reception 4 - 5 Year Olds (15 hours funding applied)	Year 1/2 Year 3/ 4 Year 5 / 6
1	1 st August 2022	Free 15 hours funding entitlement	£310	£285
2	1 st September 2022		£310	£285
3	1 st October 2022		£310	£285
4	1 st November 2022		£310	£285
5	1 st December 2023		£310	£285
6	1 st January 2023		£310	£285
7	1 st February 2023		£310	£285
8	1 st March 2023		£310	£285
9	1 st April 2023		£310	£285
10	1 st May 2023		£310	£285
11	1 st June 2023		£310	£285
12	1 st July 2023		£310	£285
Total:		£0	£3,720	£3,420

Termly Payment Option:

Termly Payment Option	Payment schedule	Nursery 2 – 4 Year Olds	Reception 4 - 5 Year Olds (15 hours funding applied)	Year 1/2 Year 3/ 4 Year 5 / 6
1	1 st August 2022	Free 15 hours funding entitlement	£1,240	£1,140
2	1 st January 2023		£1,240	£1,140
3	1 st April 2023		£1,240	£1,140
Total:		£0	£3,720	£3,420

These are the annual fees in accordance with the schools academic calendar, which have been divided into 12 equal instalments for ease of payments for parents.

If the 1st of the month falls on a weekend or bank holiday, the payment must be made on the following working day.

Trips

Trips will now be invoiced separately due to the cost of the coach and entrance fees from the annual fees for children in the early years and primary. These are one off charges of £90 per year. This can also be paid termly or half termly.

School Meals

Unique Academy offers halal school meals for all children. School meals are charged separately from the school fees. The current charge for school meals is £3 per day

A minimum of 2 weeks order must be placed.

Payment of Fees

Parents and guardians jointly agree to pay the school fees applicable to them each term, directly into the school's nominated bank account. **Cash payments are not accepted.**

Parents must indicate on the registration form if a third party will be paying the school fees. Parents are still liable to ensure that the fees are paid by the third party on time. If the third party defaults, delays or does not make the fee payments, the parents are still liable and other operations of these fees terms and conditions will take effect.

Payment Methods

Parents are required to set up a standing order to ensure that their school fees always reach the school on time. As part of the registration process, parents will need to show evidence of a standing order mandate which they have set up.

Standing Order: This is the preferred payment. Parents can set this up by contacting their bank.

Bank transfer: This payment method is only applicable for the first term instalment and Administration fee.

Our bank details are:

<p style="text-align: center;">Account Payee: Unique Knowledge Seekers Academy Bank Name: Natwest Account Number: 27571858 Sort Code: 60 – 11 – 18 Reference: Child's first name and surname</p>

Discounts

We offer a discounted rate for a second sibling, as follows:

12 Monthly Payment Option	Payment schedule	Reception 4 - 5 Year Olds	Year 1/2 Year 3/ 4 Year 5 / 6
1	1 st August 2022	£305	£280
2	1 st September 2022	£305	£280
3	1 st October 2022	£305	£280
4	1 st November 2022	£305	£280
5	1 st December 2022	£305	£280
6	1 st January 2023	£305	£280
7	1 st February 2023	£305	£280
8	1 st March 2023	£305	£280
9	1 st April 2023	£305	£280
10	1 st May 2023	£305	£280
11	1 st June 2023	£305	£280
12	1 st July 2023	£305	£280
Total:		£3,660	£3,360

Instalment Arrangements (Payment Plan)

Instalment arrangements will be offered when a family falls into fees arrears. The trustees will be notified, and appropriate action will then take place, which could include exclusion of a child/ren until the fees arrears have been cleared.

Late Payments

If fees are not paid on time, parents will be notified by message, email and/or letter to bring their account up to date within the next .

If the fees still remain unpaid a report of all outstanding fees and missed payments will be passed onto the trustees by the school administrator and a possible suspension of the pupil(s) may follow.

In extreme cases, if a debt rises to an unacceptable level (for a 2 month consecutive period), the school reserves the right to unenroll a pupil(s) and seek further means to recover the outstanding debt (i.e. debt collectors). If this is the case, a formal letter will be issued informing the parents/guardians of the un-enrolment and the outstanding fees which are due.

Missing Payment Deadlines

Fees are due on the dates set out clearly above. In the event a payment is missed, the following dates are given in order to enable parents to ensure that they bring their account up to dates:

- 8th September
- 8th October
- 8th November
- 8th December
- 8th January
- 8th February
- 8th March
- 8th April
- 8th May
- 8th June
- 8th July

Attendance

If a pupil stops attending the school for a 10-day period consecutively, he/she will be deemed withdrawn without notice and a terms fee will be immediately payable by the parent(s)/ guardian(s), in any year group, whether in Nursery, Reception or Years 1 to 6.

The parent(s)/guardian(s) shall be also liable for all costs, fees, charges, including legal fees and reasonable costs incurred by the school in the recovery of any unpaid fees.

Refund Or Waiver Of School Fees

If an overpayment is made against the total of fees owed on a pupil's account, the credit balance arising will be used to offset any debt or other legitimate charges in due date order. If there is no other debt, any remaining credit will be put into the next month's balance.

Fees will not be refunded or waived if:

- The pupil is absent through illness
- A term is shortened, or vacation extended
- The pupil is released home before the normal end of the school day

- The school is temporarily closed, for example in the event of adverse weather conditions, temporary relocation, or any other factors beyond its control
- A parent withdraws with or without notice and they have paid the administration fee which shows that they have accepted a place at the school
- A parent withdraws after paying the administration fee and 1 or more months fees
- A child attends the school for only one day
- A prospective parent pays the full fee before or when their child(ren) begins and then later decides to withdraw or commence later
- A pupil is excluded due to unacceptable behaviour
- For any other circumstances the school deems unreasonable

Any other refund requests, must be made to: office@uniqueacademy.education.

Pausing Registration

Upon acceptance of a place, Unique Academy does not offer the option of pausing a child's registration or attendance to the school. Parents and guardians are encouraged to apply only once they are fully prepared to bring and pay for their child to attend the school.

Fee Increases

Fees are reviewed annually and are subject to increase from time to time.

Parents' consent to Unique Academy making enquiries of the pupils' previous school for confirmation that all sums due and owing to such schools have been paid.

The parents also consent to the school informing any other school or educational establishment to which the pupil is to be transferred if any fees are owed to the school.

15 and 30 Hours Free Childcare

All 3 and 4 year olds are eligible for universal 15 hours free funding entitlement up until the end of the term in which they turn 5 years old. All parents of children in Nursery and Reception class will be given a 'Parents Declaration Form', which must be completed before your child can be allowed into the school. At Unique Academy, we apply for 15 hour funded places for each eligible child each week. For the remaining 17.5 hours per week, the school charges its annual fees.

After the term in which a child turns 5 years old and the funding ceases, we lower the fees to make them the same as the primary school fees.

Below, we set out how the Local Authority Grant Funding is allocated for eligible 2, 3 and 4 year olds.

2 Year Old – 15 Hours Funding

The eligibility criteria for 15 hours free funding a week is met for any families who are in receipt of:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit and not working
- Universal credit and you and your partner have a combined income from work of £15,400 or less, a year after tax.
- Working Tax Credit and you have an income of £16,190 or less before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Parents/Guardians must complete the following online application form in order to check their eligibility of the funding: <https://fsd.hounslow.gov.uk/synergyweb/Enquiries/Citizen/EarlyYears.aspx>

Families Who Are Not Eligible For The 2 Year Old Funding

Parents and Guardians who are not eligible for the 2 year old funding will be required to pay for 15 hours per week. The payment schedule for this is listed as follows:

12 Monthly Payment Option	Payment schedule	Nursery 2 - 4 Year Olds
1	1 st August 2022	£355
2	1 st September 2022	£355
3	1 st October 2022	£355
4	1 st November 2022	£355
5	1 st December 2022	£355
6	1 st January 2023	£355
7	1 st February 2023	£355
8	1 st March 2023	£355
9	1 st April 2023	£355
10	1 st May 2023	£355
11	1 st June 2023	£355
12	1 st July 2023	£355
Total:		£4,260

3 and 4 Years Old – 15 Hours Funding

This funding applies to all families in England with 3 and 4 year old children. The funding offers:

- 15 hours of free childcare and early education for 38 weeks
- A total of 570 hours per year

At Unique Academy, every 3 and 4 year old child in our Nursery class as well as 4 year olds in our Reception class will receive 15 hours free funding. This will cease at the end of the term in which a child turns 5 years old. After this, the funding ceases and the fees are lowered at the same rate as the primary years.

Parents/Guardians can only accept one offer of a free part-time Nursery place. Therefore, it is not possible for a child to have a free Nursery place at our school in the morning and a free Nursery place at a different school in the afternoon or vice versa.

30 Hours Funding

Parents/ Guardians may be eligible for 30 hours funding if you (or your partner, if you have one) must have a National Insurance number and at least one of the following:

- British or Irish citizenship
- [settled or pre-settled status](#), or been living in the UK before 1 January 2021 with the [right to reside](#)
- permission to access public funds - your UK residence card will tell you if you cannot do this

Your child will receive:

- 30 hours of free childcare and early education for 38 weeks
- We 'stretch' the hours over 42 weeks
- Fees will apply for the remaining hours/weeks

At Unique Academy, 30 hours funding can be applied for working families with a child in **Reception class**. Families who are eligible for this funding will need to pay £600 per year for the remaining hours each week which are not covered by the funding. This payment can be made all in one go or termly as follows:

Termly Payment	Payment schedule	Reception 4 - 5 Year Olds
1	1 st August 2022	£200
2	1 st January 2023	£200
3	1 st April 2023	£200
Total		£600

Parents/Guardians must apply by **31st August** in order to be eligible for the funding. If the application is made after this date (i.e. 1st September), you may not be eligible to receive the funding.

To check your eligibility and apply online, please link on the link below:

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare?step-by-step-nav=f237ec8e-e82c-4ffa-8fba-2a88a739783b>

Joining After The Term Or Month Has Commenced

At Unique Academy, we operate an all year round admissions policy, therefore, if a child joins the school after the term has started, they will be required to pay the administration fee and the remaining months in the term in which they have joined. The school will send an invoice which will specify the termly and monthly figure payable and payment must be made by the set deadline on the invoice, before the child(ren) may start attending the school.

Inability To Pay The School Fees

Unique Academy expects parents to meet their fee payment obligations. Parents may choose to apply for financial support privately to outside agencies; however, it is not the responsibility of the school.

If any families are struggling due to a change in personal circumstances, they must email the school as soon as possible a: office@uniqueacademy.education. detailing the situation and the school will respond accordingly.

Withdrawals

If parents/guardians are considering withdrawal, they must first speak to their child's class teacher in order to resolve the matter informally.

If the issue is still not resolved, the parent/guardians can email or call the school and request to speak to the Headteacher about the issue further.

After a meeting with the Headteacher, if the parents/guardians would like to proceed with withdrawal, a one term (4 months) written notice form must be completed using our 'Withdrawal Form', which can be requested by sending an email to: office@uniqueacademy.education.

During the notice period, children must **not** stop attending the school and fees must continue to be paid on the 1st of each month.

Parents and guardians should not stop their child attending in order to avoid paying for the upcoming months.

Parents must not sign up or take their child(ren) to another early years setting/school, before completing our withdrawal form and completing the withdrawal notice period (4 months).

Parents must also not claim that they will not abide by the withdrawal notice period due to a disagreement or misunderstanding that they have with the school.

If parents take their child or children on holiday during the notice period, the holiday does not count as part of the notice period.

Where one terms (4 months) notice is not given, the school will undertake necessary measures to recover any fees which are due.

Our withdrawal notice policy also applies to parents/guardians of children in the early years (2, 3 and 4 year olds).

Parents/guardians who withdraw their child and later wish to re-register them, will need to pay a reinstatement fee of £50, plus the normal fee.

Unique Academy reserves the right to amend existing terms and conditions or introduce new terms and conditions at any time.

Disclaimer: Once the registration form has been completed, signed and returned, we assume that you agree to abide by the terms and conditions of this fees policy.



Childcare Funding Information

TAX-FREE CHILDCARE

This funding enables you to get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare.

If you get Tax-Free Childcare, you'll need to set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both.

Apply for Tax-Free Childcare here: <https://www.gov.uk/apply-for-tax-free-childcare>

UNIVERSAL CREDIT AND CHILDCARE

You may be able to claim back up to 85% of your childcare costs if you're eligible for [Universal Credit](#).

You (and your partner if you live with them) will usually need to either:

- be working - it does not matter how many hours you or your partner work, or
- have a job offer

ELIGIBILITY

You may be able to get Universal Credit if:

- you're on a low income or out of work
- you're 18 or over (there are some exceptions if you're 16 to 17)
- you're under [State Pension age](#) (or your partner is)
- you and your partner have £16,000 or less in savings between you
- you live in the UK

Apply for Universal Credit here: <https://www.gov.uk/apply-universal-credit>

FULL-TIME HIGHER EDUCATION

You can apply for a [Childcare Grant](#) if you're in full-time higher education to pay for childcare costs for children:

- under 15
- under 17 if they have special needs

Apply for Childcare Grant here: <https://www.gov.uk/childcare-grant/how-to-claim>

FURTHER EDUCATION

You can apply for [Learner Support](#) to pay for childcare if you're 20 or over and in further education, for example studying for an NVQ, BTEC or PGCE.

Apply for Learner Support here: <https://www.gov.uk/learner-support/how-to-claim>

TAX CREDITS

You may be able to claim:

- [Child Tax Credit](#) - you do not need to be working
- [Working Tax Credit](#) - you may be able to claim [extra amount](#) to help cover the costs of [approved childcare](#)

You can apply for Working Tax Credit even if you're [on leave](#) or about to start a new job.

See the Tax Credits Calculator here: <https://www.gov.uk/tax-credits-calculator>

Check What Help You Could Get With Childcare Costs here: <https://www.gov.uk/childcare-calculator>



Early Years Pupil Premium (EYPP)

THE EARLY YEARS PUPIL PREMIUM (EYPP)

The EYPP gives providers additional funding to support disadvantaged 3 and 4 olds. It is designed to give children from the poorest families the support they need to develop and learn and ensure they are 'school ready'. You will need to demonstrate impact on learning and development for those eligible children and it must raise the quality of your early years education offer.

WHO CAN CLAIM THE EARLY YEARS PUPIL PREMIUM?

All Early Years providers can claim the EYPP for 3 and 4 year olds who receive the universal 15 hours entitlement and meet the eligibility criteria. The EYPP is payable only on the universal 15 hours entitlement and not on the additional 15 hours entitlement for working parents. Children don't need to access the full 15 hour entitlement to be eligible for the EYPP, funding will be paid on a pro rata basis

ELIGIBILITY

To be eligible for the EYPP the family should receive one of the following:

- 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 State Pension Credit
- Child Tax Credit (provided they'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, which is paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit (provided they have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods).

Funding may also be available if a child falls into one of the following groups:

- adopted from care
- has left care through a special guardianship arrangement
- has left care and is subject to a child arrangement order (previously known as a residence order)

HOW MUCH FUNDING WILL THE SCHOOL RECEIVE?

The EYPP is paid at a national rate of 60p per hour for every free early education hour that an eligible child attends their setting. For example, if children are attending their full 15 hours of free early education a week this would be as follows:

Number of children	Amount each year
1 child	£342
5 children	£1,710
10 children	£3,420
15 children	£5,130

If you think that your child could be eligible, please complete the EYPP form that you would have been given upon joining the school. Any information you share will be completely confidential and will not affect any benefits you receive.