



*Nourishing the fitrah of each unique child*

## Fees Policy 2023 - 2024

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

(Surah Maidah, 5:1)



Adopted: June 2023

Review: June 2024

## Fees Policy

Unique Academy is an Independent, fee paying school. Fees are the school's annual tuition fees set by the school Trustees 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 this fees policy is to ensure that we set out robust and fair terms and conditions by which to communicate with parents/ guardians to ensure that fees are paid on time.

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

### Administration Fee

Upon a successful application and admissions meeting, the school will issue an application outcome email offering a space for the child into the school. Upon acceptance of the place, there is a one off, non - refundable administration fee of £100 payable per child as confirmation of acceptance to be registered at the school.

The £100 administration fee is refundable only for a child admitted into the Nursery class once they begin to attend their session.

### Fee Payment Options and Payment Dates

The fee payment options for the academic year 2023 - 2024 are as follows:

	EYFS Reception <small>(after 15 hours funding is applied)</small>	KS 1 Year 1/2	KS 2 Years 3 to 6
<b>Option 1:</b> 1 <sup>st</sup> August 2023 to 1 <sup>st</sup> July 2024 (12 monthly instalment plan)	£310	£300	£320
<b>Option 2:</b> 1 <sup>st</sup> September 2023 to 1 <sup>st</sup> July 2024 (11 monthly instalment plan)	£330 (x1), £339 (x10)	£330 (x1), £327 (x10)	£350 (x1), £349 (x10)
Total:	£3,720	£3,600	£3,840

Termly Payment Option:

	EYFS Reception <small>(after 15 hours funding is applied)</small>	KS 1 Year 1/2	KS 2 Years 3 to 6
<b>Option 3:</b> 1 <sup>st</sup> August 2023	£1,240	£1,200	£1,280
1 <sup>st</sup> January 2024	£1,240	£1,200	£1,280
1 <sup>st</sup> April 2024	£1,240	£1,200	£1,280
Total:	£3,720	£3,600	£3,840

## Trips

Trips will be invoiced separately due to the cost of the coach and entrance fees. This is a one off charge of £90 per year, which can be paid termly or half termly.

## School Meals

Unique Academy offers halal school meals for its pupils. School meals are charged separately from the school fees. The charge for the academic year 2023 - 2024 will be £2.75 per day.

## Payment of Fees

Parents/Guardians jointly agree to pay the school fees applicable to them, 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 the standing order mandate which they have set up. Parents can contact their bank or use a mobile banking App to set up a standing order.

Bank transfer: This payment method should only be used for one off payments such as the administration fee, lunches or school trip payments.

For all payments and standing orders, the school's bank details will be emailed to you via our invoicing system, Quickbooks.

## Sibling Discount

We offer a discounted rate for siblings using one of the following three payment options:

	EYFS Reception	KS 1 Year 1 / 2	KS 2 Years 3 to 6
<b>Option 1:</b> 1 <sup>st</sup> August 2023 to 1 <sup>st</sup> July 2024 (12 monthly instalments)	£305	£295	£315
<b>Option 2:</b> 1 <sup>st</sup> September 2023 to 1 <sup>st</sup> July 2024 (11 monthly instalments)	£330 (x1) , £333 (x10)	£320 (x1), £322 (x10)	£340 (x1), £344 (x10)
Total	£3,660	£3,540	£3,780

Termly Payments Option:

	EYFS Reception	KS 1 Year 1 / 2	KS 2 Years 3 to 6
<b>Option 3:</b> 1 <sup>st</sup> August 2023	£1,220	£1,180	£1,260
1 <sup>st</sup> January 2024	£1,220	£1,180	£1,260
1 <sup>st</sup> April 2024	£1,220	£1,180	£1,260
Total	£3,660	£3,540	£3,780

## **Missing and Late Payments**

Fees are due on the 1st of each month, as stated above. In the event a payment is missed, the fees must be brought up to date by the 7th of each month.

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.

## **Attendance**

If a pupil stops attending the school for a 10-day period consecutively, he/she will be deemed withdrawn without notice and a term's fee will be immediately payable by the parent(s)/ guardian(s), in any year group.

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:

- missed or unattended school trips which were paid for in advance
- 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](mailto:office@uniqueacademy.education).

## **Pausing Registration**

Upon acceptance of a place and payment of the administration and school fees, Unique Academy can grant a discretionary pause of registration provided there are mitigating circumstances, however, generally, parents/guardians are encouraged to only apply once they are fully prepared to bring their child into 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.

At Unique Academy, we apply for 15 hour free funded places for all children and 30 hour free funded places for each eligible child. For additional hours per week, the school charges its annual fee (see pages 2 and 3).

### 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 attendance per week. The payment schedule for this is listed as follows:

Payment schedule	Monthly Fee
1 <sup>st</sup> August 2023 to 1 <sup>st</sup> July 2024 (12 months)	£360
1 <sup>st</sup> September 2023 to 1 <sup>st</sup> July 2024 (11 months)	£390 (x1), 393 (x10)
Total	£4,320

### 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.

**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
- Fees will apply for the remaining hours/weeks

At Unique Academy, 30 hours funding can be applied for working families with a child in the Nursery or Reception class. Families who are eligible for this funding will need to pay £750 per year for the remaining hours each week which are not covered by the funding. This payment should be made as follows:

Termly Payment	Payment schedule	Eligible Nursery and Reception Class Pupil
1	1 <sup>st</sup> August 2023	£250
2	1 <sup>st</sup> January 2024	£250
3	1 <sup>st</sup> April 2024	£250
Total		£750

Parents/Guardians must apply by **31<sup>st</sup> August** in order to be eligible for the funding. If the application is made after this date (i.e. 1<sup>st</sup> 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-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 fees in which they have joined. The school will send an invoice which will specify the monthly figure payable and payment must be made by the set deadline on the invoice, before the child(ren) may start attending the school.

### 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 from the date that the withdrawal notice is received by the school) written notice form must be completed using our 'Withdrawal Form', which can be requested by sending an email to: [office@uniqueacademy.education](mailto:office@uniqueacademy.education).

During the notice period, children must **not** stop attending the school and fees must continue to be paid on the 1<sup>st</sup> 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 £100, plus the normal fee.

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