

# **Oakwood Primary School Fee Policy**



September 2025

## **Introduction**

Oakwood Primary is committed to providing clear and concise information so that parents are well-informed before entering into an agreement, as this is essential to the efficient management of the school and the delivery of education. The purpose of these Terms and Conditions is to highlight the conditions on which we provide education.

### **Aims and Objectives:**

- The objective of this policy is to ensure there is clarity and consistency in terms of our approach and methodology, it is imperative that standard processes exist and all parties involved are aware of this.
- This policy aims to ensure a robust and fair approach to the method by which we deal with our parental body.
- In setting out our terms and conditions, we aim to provide a sustainable educational future for our community and for the children under our care.

## **REGISTRATION AND ADMISSIONS**

Applying to Oakwood:

Applicants will be considered as candidates for admission and entry to the school when the application form has been completed and returned to us, and payment of the non-returnable registration fee has been paid.

Admission will be subject to the availability of a place and the pupil and the parents satisfying the admission requirements at the relevant time.

The admissions requirements are set out in the school's Admissions Policy current at the time and published on the school's website. Admission occurs when parents/carers accept the offer of a place, entry occurs on the date when the pupil attends the school for the first time under these terms and conditions.

- School fees are due a term in advance and all fees are non-refundable.
- Term dates are published on the school website in advance for all interested parties to view and note.
- Parents should ensure they are familiar with the school's Admissions Policy and School Fee Schedule in conjunction with the Fees Policy – these can be found on the school website.
- Once parents/carers accept the offer of a place, it is understood that all Terms and Conditions have been read and accepted.

### **Mid-Term Registration**

Fees will be due from the start of term (or Half-term), regardless of when enrolment commences.

### **Withdrawal**

- Parents wishing to withdraw their child from the school must provide a full term's notice in writing, via email, to the school, notifying of their intent to withdraw. Fees in place of notice are payable in full.

## **Fees**

### Payment of Fees

Fee arrangements including their rates, subsidies, and schedule are reviewed annually and are subject to change.

- The fee year starts from August and ends the following year in June.
- All payments are made monthly or termly in advance.
- It is an important and established principle in Islamic practice that whenever agreements are entered into, they are documented and signed.

In undertaking to adopt this principle we have created a written contract concerning the services provided in lieu of enrolment of students at Oakwood Primary School fees due thereof.

Payment Schedule Due by:

<b>Payment Schedule</b>	
Annual Fee	Due by 5 <sup>th</sup> August
Termly	Due by 5 <sup>th</sup> August, 5 <sup>th</sup> December and 5 <sup>th</sup> March
Monthly	5 <sup>th</sup> of every month from August to June

## **Fee Compliance**

A full fee schedule is available for download, failure to settle fees on time or settle/purchase additional resources, materials or trip payments may ultimately result in permanent exclusion from the school. Upon successful enrolment, parents will be deemed as accepting these and all school regulations.

- Persistent late payments will result in the commencement of the deregistration process from the school.
- Persistent non-payments will result in immediate deregistration.
- In exceptional circumstances and with written prior agreement, parents may be offered a short grace period at the discretion of the school bursar.
- An agreement with a third party to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions.

## **Refund or Waiver (of School Fees)**

Fees will not be refunded or waived if:

- The pupil is absent through illness; or
- A term is shortened; or
- The school is temporarily closed due, for example, due to adverse weather conditions; or
- For any other reasonable reason such as: lockdown, DFE or Government guidance.

This list is non-exhaustive.

### Subsidies

- No bursaries or scholarships are available via the school.
- Parents are requested not to appeal for a bursary, subsidy or scholarship and should ensure they have the resources to settle the published fees in a timely manner.
- There is a sibling subsidy for a second or subsequent sibling while the older sibling is in attendance at the school.
  
- Option A on the 'Contract of Agreement', which includes a 5% subsidy, is only available until the published date written on the contract. This subsidy is no longer valid after the published date has expired.

### Registration Fee

A fee of £100 is payable when your child is first accepted at the school, the registration fee is non refundable.

### Deposits

A deposit of £500.00 is required when a parent accepts the offer of a place. The deposit is only returnable when a child leaves the school (see 'Withdrawal' in T&Cs).

### School Fees

All fees are payable by ParentPay and are payable one month or term in advance.

The basic fee covers all educational cost but does not include uniforms, extra-curricular activities or trips.

Fees and related charges: This table explains the expected costs to the parent/guardian.

<b>School Fees</b>	Reception -Year 6	£5028.00/ Annum
<b>Registration Fees</b>	With application form	£100 non-refundable
<b>Deposit</b>	Upon acceptance of a school place	£500 Refundable when child finishes schooling

**Sibling Concessions:** This table clarifies concessions applied to 2<sup>nd</sup> and subsequent children.

1 <sup>st</sup> Child	Full Fee Reception – Year 6	£5028.00
2 <sup>nd</sup> Child	Concessionary Rate	£4528.00
3 <sup>rd</sup> Child and subsequent children	Concessionary Rate	£4028.00