Policy No: 29

Fee Payment Policy

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Paces School

FEE PAYMENT POLICY

The fee payable for a pupil's placement at Paces School is established prior to admission and is determined according to the individual needs of the pupil, the provision required to meet those needs and the information contained within the pupil's Education, Health and Care Plan (EHCP).

Paces School operates two fee models:

Basic Rate - this applies where a pupil's assessed needs can be appropriately met through the school's standard staffing model and provision.

Enhanced Rate - this applies where, due to the nature, complexity or level of a pupil's needs, additional staffing and/or support is required. The enhanced rate enables Paces to provide a higher staff-to-pupil ratio and the additional level of support necessary to meet the pupil's identified needs effectively and safely.

The appropriate fee model is determined by Paces as part of the admissions and assessment process. This decision is based upon the individual needs of the pupil, including the provision specified within their EHCP and any other relevant assessment information available to the school.

The fee level may subsequently be reviewed where there is a significant change in the pupil's needs or the level of provision required.

Fees will normally be paid by the placing Local Authority where it has agreed to fund the pupil's placement at Paces.

However, parents/carers may choose to privately fund their child's placement and pay the applicable school fees themselves, subject to the school's admissions arrangements and agreement that Paces can appropriately meet the child's needs.

Regardless of whether the fees are paid by a Local Authority or privately by a parent/carer, the fee model applied will be determined by the pupil's assessed needs and required provision, rather than by the identity of the person or organisation funding the placement.

The school is responsible for issuing invoices to the parent/carer or placing Local Authority, as appropriate. If the Local Authority (LA) pays the fee, the full amount for the term should be paid not later than the first week of the new term or as it is stated in a written contract with the placing Authority.

If the child starts mid-term the fee should be paid no later than the first day when the child attends the school.

Where a parent/carer has chosen to privately fund their child's placement, fees may be paid monthly, subject to agreement with the school. The full monthly amount must be paid in advance by the first day of each month. Parents/carers will be informed of the applicable fee rate before accepting the placement.

A full-terms notice is required in writing before the withdrawal of a pupil from school.

In default of such notice, the termly rate will be charged.

Any instalment plan agreed to by the school must be adhered to as regards timing, frequency and method of payment as a condition of instalments being accepted.

Dishonoured cheques will incur a surcharge of £40 per cheque.

Late payment of fees will be liable to a surcharge calculated at 1.5% per month from the first day of term.

Fees unpaid by half term or more than two weeks after the reminder has been issued, whichever is the earlier, may result in the student(s) place being discontinued unless prior written agreement has been secured for postponement of payment.

Fees which continue to remain unpaid will result in appropriate action being undertaken to recover the debt and the costs of recovery.

Fees are normally increased in April, the school will endeavor to give one term's notice of any increase in the fees.