

## **AL-ZAHRA SCHOOL**

# **FEES AND CHARGING POLICY**

To be read in conjunction with  
ADMISSIONS POLICY, ATTENDANCE POLICY, and TRIPS POLICY

**2024/25**

School:	Al-Zahra School
Head Teacher:	Mrs. Z Rizvi
Admissions Officer	Mrs. M Jaffer
Attendance Officer	Mrs. S Mirza

Policy Review Dates	
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Review Cycle:	Annual
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## **1. INTRODUCTION**

Al-Zahra school is a fee-charging independent school as identified by the Education Act 1996 and not funded by the Government. For admissions to Al-Zahra school tuition fees are payable per academic year.

Nevertheless, it should be noted that education at our schools is subsidised by the Proprietor Al-Khoei Foundation, to keep the rates to a minimum. These are kept to the lowest possible rates to help admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the School community.

Al-Zahra school will only admit children who have met the academic criteria through an entrance exam. As an Independent school, the school is exempt from many of the restrictions on local authority schools – for instance we do not have to follow the national admissions policies. This is in addition to other aspects such as its approach in the hiring of qualified teachers, and the teaching of the National Curriculum. Nevertheless, Al-Zahra school meets standards of independent schools in England as set out in the Education (Independent School Standards) Regulations 2014, as amended.

### **i. Aims and Objectives**

The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the payment of fees and charges at Al-Zahra school.

The objective of this policy is to ensure there is consistency in terms of approach and methodology with regards to fees and charging. It is imperative that a standard process exists and that all involved are aware of this.

This policy has been authorised by the Proprietors of Al-Zahra school, its status is advisory for parents/ carers. It is for the benefit of prospective parents/ carers, parents/ carers of presently admitted pupils, as well as all members of the teaching and administration staff. This policy must be read in conjunction with Al-Zahra school's other policies.

## 2. Tuition Fees

### i. 2024/25

The 2024-25 academic year's fees are shown in the Fees Table below:

Year Group	Termly	Per Annum
Reception	£1250	£3750
Primary	£1550	£4650
Secondary	£2330	£6990

- 1st Term's fees payable by 30<sup>th</sup> August 2024
- 2nd Term's fees payable by 30<sup>th</sup> December 2024
- 3rd Term's fees payable by 17<sup>th</sup> April 2025

### ii. Payment Methods

Tuition fees are payable by all parents. Parents can either pay the full annual amount or the termly amount by Bank Transfer by the given deadline.

Any individuals with financial constraints can approach the school and request to pay in monthly instalments **in advance of the payment deadline**. All applications will be considered on a case by case basis and the school's decision is final and binding.

### iii. Inability to Pay Full Fees

The School expects parents/ carers to meet their obligations in full and without exception. Parents/ carers may choose to apply for financial support privately to outside aid agencies; however it is not the responsibility of the Al-Zahra school and will not be accepted as a reason for any delay in payments.

### iv. Missing a Payment Deadline

Fees are due by the dates set out clearly above. **In the event that a payment is missed, parents/ carers are notified that the student will be de-registered from the school until payment has been cleared.** This will apply even during examination times. If parents/ carers are not up to date in all payments by the dates shown, **a £75 late payment fee will be charged per child for every four weeks that the payment is late by each time** and this will apply in addition to the fees and will not be removed, automatically becoming part of the School Fees.

Non-payment of fees will lead to pupils not being allowed in class and ultimately removed from the registered list of pupils at Al-Zahra school. This will result in pupils having to re-register for admission into the school and they may have to go onto a waiting list.

v. **Sibling and Staff Discounts**

Parents sending more than one child to Al-Zahra school should note that as our fees are kept to the minimal possible level, there is no room for manoeuvring and we are unable to offer Parents/ carers a sibling discount.

In order to assist the staff members who decide to enrol their children at our schools, the proprietors of Al-Zahra school will provide a 30% discount for those with one child and 20% for those with two or more children off the fees due.

vi. **Fees Refund**

**Should a child need to leave Al-Zahra school, a full term's notice in writing must be received or full term's fees must be paid in lieu of notice.**

Fees will not be refunded or waived for absence through sickness or if a term is shortened or a vacation extended or if a student is sent home before the normal end of term or for any other reason.

Should the Head Teacher deem it necessary for a child to be removed from school by virtue of bad behaviour etc., then any outstanding fees will be owed and no refunds will be possible.

vii. **Fee increases**

Fees are reviewed annually and are subject to increase from time to time. Parents/ carers will receive at least a term's notice of the increase in fees.

viii. **Information about Fees**

The parents/ carers also consent to the Al-Zahra school informing any other school or educational establishment to which the pupil is to be transferred if any fees for the School remain unpaid.

ix. **Anti-money laundering**

Proprietors of Al-Zahra school reserve the right to obtain satisfactory evidence such as sight of a passport of the identity of a person who is paying fees.

### 3. Other Charges

Al-Zahra school also charges pupils in the following circumstances:

- **Admissions Fees:** A parent/ carer of a child may start the registration process for Al-Zahra school by completing the application form and returning it with a non-refundable admin fee of £110 by Bank Transfer together with all the required documentation by email.
- **School Uniform:** Al-Zahra school has a uniform, which must be purchased by parents/ carers directly from School.
- **Text Books:** During the academic year, teaching is focussed around the National Curriculum. With due consideration to this fact, Al-Zahra school purchases and supplies books for all primary pupils to ensure learning time is not wasted. All parents/ carers must make notified payments for the cost of these books to their children's form tutors by the specified date. Secondary pupils are required to purchase the given list of text books directly prior to the commencement of the academic year.
- **Examination Fees:** Those pupils who are appearing for GCSE exams are required to pay the fee applicable for each subject they will sit. The examination fees requested are non-refundable, in the event that a pupil fails to attend the examination. Further details on examination fees will be provided if this becomes relevant.
- **Unauthorised Absence Fine:** In accordance with The Education (Pupil Registration) (England) (Amendment) Regulations 2013, parents/ carers are not allowed to take pupils out of school during the academic term. Moreover, leave of absence can only be granted in "exceptional circumstances", considered based on each request individually. Where the decision is taken to refuse permission, the absence will remain unauthorised and Al-Zahra school will impose a fine of £60 per day of absence for each child if paid within 14 days of the notice, increasing to £100 per day if not paid within 14 days of the notice and reserves the right to report the matter to the Education Welfare Service (EWS), and remove the child from the register. In the event that the fine remains unpaid, pupils will be suspended by the School until the fine is fully paid and abidance by the Attendance Policy is fully implemented.
- **Lateness Sanctions:** The 1996 Education Act requires that every student should attend school and be on time. Teachers take registration during morning assembly at 8.50 a.m. after which students will be marked as late with the code "L" in the register by the form tutors. The Attendance policy specifies clear sanctions to be applied should attendance and punctuality fall below the expected standards, which includes a fine of £20 for pupils with six or more lateness.
- **School trips:** Day visits are arranged by Al-Zahra school during each academic year, these provide pupils with knowledge and awareness of

the world around them and encourage personal and social development. Clear written information will be provided to parents/ carers in case of organised trips, and written consent obtained. The cost of such trips will be provided to parents/ carers and must be paid to their children's form tutors by the specified date.

- Activities outside school hours: The option of joining clubs, journeys, and residential cultural trips is provided to parents/ carers during the academic year etc. The full cost for each pupil for joining these must be paid prior to their commencement and by specified dates.
- School Lunches: Al-Zahra school provides lunch for those pupils opting to benefit from this service. This can be purchased at the beginning of the week for any day/days that lunch is required from the school office.
- Acts of vandalism and negligence: Al-Zahra school reserves the right to recover the cost of damage to buildings or equipment which is the result of vandalism or negligence by pupils, staff, or other persons concerned.
- Lost Items: Al-Zahra school reserves the right to charge the cost of replacement of lost items from pupils, staff, or other persons concerned.