

Debt Recovery Policy

Introduction

The Trustees have a responsibility for ensuring that appropriate procedures are in place to enable the CBAT Trust to receive all income to which it is entitled.

A copy of this policy will be published on each Academy website.

1. Principles

1.1. Pursuance of Debt

Each academy within the Trust will actively pursue debtors, including parents/carers for the collection of monies owed to it.

The Chief Executive Officer and Finance Director will ensure that:

- All letters requesting monies outstanding are accurately recorded and maintained.
- There is documentary evidence of all the steps undertaken by the academy to recover the debt, this includes recording the dates that letters and statements were sent, and/or phone calls that have been made to debtors.
- For all outstanding debts, a final statement is issued by recorded delivery to the person(s) liable for the charge.
- Each case involving a family will be judged by the Chief Executive Officer on the family's individual circumstances and the amount outstanding as to whether, and the length of time before, legal action is started.
- The identity of a family involved will only disclosed to those who need to know under this policy.

The Board of Trustees:

- Must consider the arrangements for debt recovery.
- Must approve the academy undertaking legal action in any particular case.
- Must include in the minutes of its meeting, or record of its decision, its approval to pursue any outstanding debt.
- Will ensure that the identity of a family involved is only disclosed to those who need to know under this policy.
- May delegate its responsibilities under this policy to the Finance & Resources Committee.

The academy should:

- Give the debtor appropriate notification and time to pay the outstanding charge.
- Send the debtor as a minimum a final statement by recorded delivery, which states that this is the final notice and that further action will be taken.

1.2. Waiving of Debt

Academies may write off debts and losses, including any uncollected fines subject to a maximum of £1,000.

All write off debts and losses of any value should be reported to the Finance Director. The Finance Director will report any write offs or losses with a value in excess of £250 to the Trust Board.

In relation to these limits, the amounts for write offs are before any successful claims from an insurer and total income is defined as grant income as disclosed in the trust's last set of audited accounts.

All outstanding debts of over 6 months, singly or collectively, over £1000 may be written off or waived by resolution of the Trustees on the recommendation of the Chief Executive Officer or Finance Director. In accordance with the Trust Finance Policy. A recommendation to write off or waive a debt can be made when either:

- a) All reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.
- b) It is believed the debtor is experiencing financial hardship.

2. Sales

All items purchased through any Academy office must be paid for in advance or at time of collection.

3. Educational Visits (including Residential visits) and Non-school based activities

Voluntary contributions may be sought for activities during the school day which entail additional costs, i.e. educational visits (including residential visits) and individuals or organisations visiting the academy school. In these circumstances no child will be prevented from participating because a contribution is not received. However, if insufficient total funds are received the activity may be cancelled. See Charging and Remissions Policy for more detail.

4. Pupil Premium

Children in receipt of Free School Meals are eligible for Pupil Premium Funding. The Trust may use part of the Pupil Premium money received to help pay for Educational Visits, swimming lessons, part funding of residential trips and full cost of any after school clubs run by the school (excludes clubs run by external organisations) and to assist with the purchase of school uniform.