

ANGMERING LOCALITY



Locality Policy on Charges for Additional Administrative Requests

Approved by Angmering Headteachers on 17th October 2025

Next review due: Autumn Term 2027

School Policy on Charges for Additional Administrative Requests

1. Purpose

This policy sets out the charges that will be applied when parents or carers request school staff to complete administrative tasks beyond routine educational and pastoral duties. This includes, but is not limited to, Passport applications, Freedom of Information (FOI) requests, Special Educational Needs (SEN) evidence requests (such as those related to the Right to Choose), DLA application forms, and requests for copies of education records.

This policy reflects the desire of school leaders to protect all staff from unreasonable additional workload and to ensure that school budgets are spent appropriately and for the direct benefit of students and staff.

2. Scope

This policy applies to all non-routine requests from parents or carers that require staff to undertake additional administrative work.

3. Charges

Charges will be applied to cover the time and resources required to process these requests, unless stated otherwise in relevant legislation. The following rates apply:

- **Administrative Staff Time:** £15 per hour or part thereof
- **Teaching Staff Time:** £35 per hour or part thereof
- **Printing Costs:**
 - Single-sided A4 sheet: 5p per page
 - Double-sided A4 sheet: 10p per page

All time spent on preparing, compiling, copying, and delivering the requested information will be recorded and invoiced accordingly.

4. Subject Access Requests (SARs)

In accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018:

- SARs will be provided free of charge in most cases.
- However, the school may charge a reasonable fee or refuse to act on a request if it is deemed to be *manifestly unfounded or excessive*.
- This determination will be made by the Governing Body and will take into account the nature, scope, and frequency of the request.
- If a fee is applied, it will reflect the administrative cost of complying with the request and will be communicated to the requester in advance.

6. **Education Records**

In line with the Education (Pupil Information) Regulations 2005:

- Parents or carers have the right to view their child's education record free of charge.
- A fee may be charged for providing copies of education records. This fee will only cover the actual cost of supplying the copies (e.g., printing and materials) and will not exceed statutory limits where applicable.

7. **Freedom of Information (FOI) Requests**

FOI requests may be subject to a fee in line with the school's Freedom of Information Publication Scheme. Requesters will be informed of any applicable charges before work begins.

8. **Payment**

An estimate of the total cost will be provided in advance of any chargeable work being carried out. Full payment is required prior to the release of any documentation or the completion of tasks.

9. **Expected timeframe for completion**

Where there are no legal timeframes for the completion of the tasks the minimum expected completion time will be 10 working days from the receipt of the request.

10. **Right to refuse to complete requests**

The headteacher reserves the right to refuse to complete administrative work where it is considered unreasonable.

11. **Review and Contact**

This policy will be reviewed every two years and updated as necessary in line with legislative changes. For further information, or to make a request, please contact the school office.