
 HOLYPORT COLLEGE	Bad Debt Policy	
	Effective Date: 01.09.24	Version No: v2.3

Title	BAD DEBT POLICY
Person responsible for policy formulation, implementation, maintenance and evaluation	Bursar
Persons consulted	Bursar GFC
Current Review	June 24
Date of future review	June 25

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed		Approved/Noted	
			By	Date	By	Date
v1.0	May 2014	New Policy			FGB	05.03.2015
V1.1	May 2015	Revision of original policy	SLT			
V1.2	April 2019	Review			SLT	26.04.2019
V2.0	23.10.2020	Annual Review	SLT	30 Nov 20	GFC	11.03.2021
V2.1	01.05.2022	Review	SLT	9 May 22	SLT	9 May 22
V2.2	07.06.2023	Review	SLT	12 Jun 23	SLT	12 Jun 23
V2.2	09.11.2023	Review	GFC	09 Nov 23	GFC	9 Nov 23
V2.2	01.09.24	Review	GFC	17.06.24	GFC	17.06.24

 HOLYPORT COLLEGE	Bad Debt Policy	
	Effective Date: 01.09.24	Version No: v2.3

POLICY DOCUMENT REVIEW


This Policy document is subject to a periodic review (annually) by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

Policy

A schedule of payment deadlines is issued to Parents/Carers. Where deadlines are missed, the Finance department seeks to clear the debt informally in writing, following up more formally if the debt is not rapidly cleared.

The standard approach to debt recovery is summarised in the table below but the College reserves the right to protect its financial interests and the quality of the education and (where appropriate) other services to its pupils and pursue debts by all appropriate means.


Category of debtor	Fees for 2024/2025	Standard approach
Parents/Carers of Boarding pupils	For years 7 to 11 and year 13 - £17,370 pa	Fees are collected by direct debit and parents/carers are asked to complete a direct debit instruction indicating whether they wish to pay termly or monthly.
	For year 12 and 13 - £18,444 pa	Termly payments are collected the week before the start of term and monthly payments are collected from July preceding the start of the year through to June. Any parent/carer not signing up to a direct debit will need to be approved by the Bursar and be on a specific payment plan which will need to be adhered to. Any arrears relating to the term due to end will result in formal notice being issued to the Parents/Carer and copied to the Local Authority for years 7 to 11, making reference to the Education (Pupil Registration) (England) Regulations and

 HOLYPORT COLLEGE	Bad Debt Policy	
	Effective Date: 01.09.24	Version No: v2.3

Category of debtor	Fees for 2024/2025	Standard approach
		<p>stating that failure to pay will result in the pupil being removed from their boarding place (see sample letter below).</p> <p>For years 12 and 13, formal notice will be issued to Parents/Carers to leave at the end of a term where fees are unpaid. In addition; fees in lieu of notice will be issued for the following term unless the bed is filled.</p>
Parents/Carers of Day pupils	Meal Fees: £774 pa	The College reserves the right to suspend provision of school meals to the pupil until such time as the debt is cleared. Fees are not charged to pupils eligible for Free School Meals in years 7 to 13.
Parents/Carers of Day pupils	Bus Fees: £666 pa (Holyport) and £732 pa (Maidenhead)	<p>Bus passes will not be issued to students who have not settled the fees and access to the bus will be denied.</p> <p>50% remissions are awarded to those students in receipt of Free School Meals</p>
Parents/Carers For visiting teachers	Various	Tuition fees are between the tutor and the pupil's parent or carer; tutors may suspend tuition if fees aren't paid.
Parents/Carers of Boarding pupils	Trips	Paragraph 4 (d)of the boarding agreement: Some extra-curricular activities may attract a separate charge. We will obtain parents' prior approval before enrolling your child in any such extra-curricular activity. If any boarding fees are owing, the College will not enrol the Boarder in or accept payment for any paid extras (including but not limited to school trips) and will apply any payment received to the debt until the boarding fees are no longer in arrears."

The Head Teacher is also able to exercise discretion on the payment of meals and bus fees for day pupils where it would be in the child/parent/carer's best interest.

Remission of fees is detailed in the Charging and Remissions and Bursaries policies as appropriate.

 HOLYPORT COLLEGE	Bad Debt Policy	
	Effective Date: 01.09.24	Version No: v2.3

Non Recoverable Debts

The College does not write off debts as a matter of course and uses strenuous methods to the full extent of regulations and the law to pursue payment. In extreme situations, where it is the view of the Bursar and Head Master that a debt cannot be recovered, bad debts should be written off as below:


- Debts of £500 or less may be written off by the Bursar and Head Master;
- Debts of £500 to £5,000 may be written off by the Finance Committee;
- Debts of greater than £5,000 should be written off by the Full Governing Body.
- All boarding debts should be reviewed by the Finance Committee.

Process for recovery of debts

Parents / Carers are provided with the required payment schedules at the beginning of the year or as appropriate and advised on payment methods.

The finance department updates receipts and records these on the financial accounting system, periodically checking the balance of individual accounts.

- 1 Where a deadline is missed for payment, the Accounts Receivable Officer contacts the parents / carers in the first instance to remind them of the deadline and request the arrear to be cleared.
- 2 Where initial reminders do not result in the clearing of arrears, the Finance Manager contacts the parents / carers directly in writing providing a deadline.
- 3 Where the second reminder does not result in the clearing of arrears, the Bursar writes formally to the parents / carers with a final deadline and advising of further actions as per the table above.
- 4 Where the arrears remain uncleared when a pupil has left, the debt will be passed over to a debtor collection agency.
- 5 Details of charities who may be able to help with collect of fees are provided to any parents/carers who have outstanding fees at half term to provide an opportunity to provide alternative funding if needed.
[Charity Contacts - ETF \(educational-grants.org\)](http://www.educational-grants.org)

 HOLYPORT COLLEGE	Bad Debt Policy	
	Effective Date: 01.09.24	Version No: v2.3

Appendix – Sample text for formal boarding fee debt recovery

We are writing to you with regard to your outstanding boarding fees for the yy/yy academic year.

To date the College has received from you:
yy/yy £xxx boarding fees payments with outstanding £xxx

At this point your total outstanding boarding fees are £xxx

This may well be an oversight on your behalf, but we are obliged to write to you to advise that in line with the college’s policy, as these fees are overdue, we will now be charging interest on a daily basis until the arrears are cleared.

Please also be aware that in line with the boarding agreement, interest is accruing at 4 per cent per annum above the base rate of Barclays Bank Plc per day on these arrears. At the time of writing your additional interest charges are £xxx and these have been added to your parent pay account and are payable immediately.

If the college has not received payment from you of £xxx by DATE (*End of Term*), your child/(children) will be at risk of losing their boarding place at the end of xxx term. There is a legal obligation on behalf of the Head Master and Governors to remove any pupil/(s) where there are outstanding boarding fees at the end of each term.

Please be aware, that in accordance with the Pupil Registration Regulations, the College will be writing to your Local Authority Schools Admissions Department on DATE (*Normally 2 weeks before term end*) should the fees remain unpaid, to make them aware of the potential removal from roll facing your child/ (children).

The College requests that all payments are made directly to the College bank account details of which have been sent to you previously. You may wish to consider whether any charitable or other voluntary sector assistance or benefits may be available to help meet the cost of your boarding fees. A list of providers is included below.

Please note that once you have paid the outstanding fees, or if you have already done so, all future payments must be paid in line with the schedule attached. If you believe the amount currently outstanding to be incorrect, please contact us immediately.