



# WITHDRAWAL POLICY

Current Version  
2.0

## Withdrawal Policy

- Once a family has formally accepted a place for their child at St Andrew's Pre-school, paid the Holding Fee of £150.00 and signed the Pre-school Agreement, this forms a binding agreement between both parties.
- If a family has accepted a place for their child and then later decide that they no longer wish for their child to join Pre-school, we will retain the entire Holding Fee of £150.00.
- If a child has started attending sessions at Pre-school and the family wish to withdraw their child, the family are required to give no less than 12 weeks' notice, in writing, of their intention to leave. This is necessary to give the Pre-school Administrator and Manager sufficient time to re-allocate the sessions and budget accordingly.
- Failure to give the full notice required, will result in the family being charged for the fees that would have been payable for the 12 week period in respect of which notice was not adequately provided (regardless of whether or not Pre-school is subsequently able to fill that space).
- The family will be liable to pay for all fees including any Government funding lost during the 12 week period.
- If the child leaves after attending Pre-school during Headcount week\* and Pre-school has already received funding for them for the Term, Pre-school will retain their funding for the remainder of the Term.

\* The Local Authority uses 3 set dates in the year to collect data on children claiming Early Years Entitlement. The dates fall within the 3 Academic Terms. Data collected on these days is used to calculate the Early Years Funding paid out to childcare providers. It is also used to cross check whether children are claiming more than their entitlement. Headcount week is normally the 5<sup>th</sup> week after the start of the Academic Term in Summer and Autumn and the 2<sup>nd</sup> week after the start of the Academic Term in Spring.