

Cancellation Policy

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Reviewed By	JH, DR
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WYCHWOOD
SCHOOL • OXFORD

The School:

We (Wychwood School, Oxford) reserve the right to request immediate withdrawal of any pupil from the school in the following circumstances: that we find we are unable to offer them the full support they deserve; if we are unable to meet their needs properly; if we feel that any behaviour displayed by any pupil starts to impact adversely on other children in the school; or if any undisclosed information about a pupil's history and previous circumstances was not provided and comes to light subsequently which means we are unable to meet a pupil's needs. We will waive the formal term's notice of withdrawal in these instances. Parents are also entitled to withdraw their child from Wychwood and have the formal term's notice of withdrawal waived under the above same reasons within the first term. Relocation and/or change in financial circumstances are not applicable to the above terms.

We will always check with previous schools to ensure all fees have been paid. We cannot admit pupils whose fees to other schools are in arrears.

Withdrawal:

A full term's written notice, that the pupil will not be returning to the School after the end of a term must be received by the Head from the Parent/carer before the first day of that term. If a full term's written notice is not received by the Head, a term's fees in lieu of notice will be due to the School as a debt.

If provisional written notice is received by the Head before the first day of term, the Head may, at their discretion, accept this in lieu of a full term's notice provided that it is confirmed in writing no later than the last day of the first half of term. If received, written notice will be acknowledged in writing by the Head.

Change in status from day pupil to boarder or boarder to day pupil must be made in writing at least one term in advance.

We will pass on information about unpaid fees to a pupil's next school if the pupil is transferred.

Suspension and Exclusion

The pupil may be suspended and/or permanently excluded for breach of School Rules.

In all cases of suspension or permanent exclusion full fees will remain payable for the term in which it occurs. In cases of permanent exclusion fees in lieu of notice for the following term will only be payable if exclusion is for non-payment of fees.