



DEPOSIT POLICY

Reviewed by: Business Manager

Date: October 2020

Approved by the Headteacher:

Review Date: October 2021

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A Deposit of £200 is payable when the school makes an offer of a place.

Return of Deposit

In the event that the school does not confirm a child's place following the admissions process, or where a child's place is withdrawn by the school, any deposit paid will be returned, unless the withdrawal of the offer is the result of information coming to light which should have been provided to the school before the place was offered. In that instance, the deposit will be retained.

When a child leaves the school the deposit (without interest) will be returned only after all debts to the school have been paid. Where a family has been in receipt of a bursary any deposit(s) will be retained by the school.

In the event of a child being permanently excluded from the school, the school reserves the right to retain the deposit.

Payment Arrangements

If the deposit is not received (or there is no agreement with the Finance Officer) within 21 days of the request for payment being made, the child's place will be automatically withdrawn.

Revised: October 2020

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