

## Withdrawal Policy

<b>Last reviewed</b>	July 2023
<b>Next review due</b>	July 2024
<b>Responsible division</b>	Programmes
<b>Responsible director</b>	Programme Operations Director
<b>Applies to</b>	All Traded suite programmes
<b>Exceptions</b>	This policy does not apply to: Master’s in Expert Teaching programme (MET), or any DfE-funded programmes, including the Early Career Teachers programme (ECT) and National Professional Qualifications (NPQs).
<b>Audience</b>	Publicly available on website
<b>Applicable laws</b>	N/A
<b>Other relevant regulations</b>	N/A

1. Objectives.....	1
2. Background and Legal/Regulatory Framework.....	2
3. Policy and Procedures.....	2
What is a withdrawal? .....	2
Participant led withdrawal.....	3
Ambition Institute led withdrawal.....	3
4. Funding Implications of Withdrawals .....	3
5. Links to Other Policies.....	4

### 1. Objectives

The objective of this policy is to set out the circumstances in which a withdrawal from one of our programmes may take place, and our approach should it arise.

Our intention through this policy is to ensure that we have measures in place to enable all participants to fully benefit from our programmes as far as possible, and that a withdrawal only takes place following full consideration of alternative options.

## 2. Background and Legal/Regulatory Framework

As with any programme provided by Ambition Institute, our aim is for participants to complete programmes in their entirety, including gaining intended qualifications where applicable. Programmes are designed as a sequence of learning episodes to be accessed in order and normally alongside a cohort of peers.

Where the programme carries an accredited qualification there is also a need to provide assurances regarding the learning that has been accessed by a participant in pursuit of this qualification along with an expected timeframe to gain the relevant qualification. In creating a policy, we therefore aim to adopt a fair and consistent basis for the deferral and withdrawal of participants, and to ensure that our policy is consistent with the expectations on each programme, including attendance requirements.

We also aim to ensure that no specific groups are discriminated against in the application of this policy.

## 3. Policy and Procedures

### What is a withdrawal?

Whilst we expect participants to plan to complete their programme in its entirety, we understand that there may be circumstances which may impact their ability to do so. In these circumstances, the most appropriate course of action may be for the participant to withdraw from the programme. A withdrawal will normally be led by the participant but may on occasion be led by Ambition. Where a participant aims to re-join a future cohort, this would not normally be treated as a withdrawal, and in these circumstances the Ambition Institute Deferral Policy will be applied.

Whilst not exhaustive, circumstances which may lead to a withdrawal include:

- > A school move which results in the participant no longer being eligible to continue on the programme.
- > A change of role which means the participant will no longer benefit from the programme.
- > A change of role or responsibility which means the participant will not have sufficient capacity to engage with and complete the programme of study.
- > Disciplinary action or a criminal offence affecting a participant, which may risk the reputation of Ambition Institute.
- > Evidence that the participant has provided false information in the selection process.
- > Dissatisfaction with the programme on the part of the participant.
- > Failure on the part of the participant to achieve required standards of the programme.
- > Illness and/or health-related issues and leaves of absence which impact the individual's ability to fully engage with and complete the programme.
- > Maternity, paternity, shared parental, adoption or parental leave where the option of deferral is not available or not chosen by the participant.
- > Bereavement or changes to personal circumstances which impact the individual's ability to fully engage with and complete the programme of study.
- > Any other change or occurrence which is out of their control and which could not have been foreseen or planned for, and which may impact the individual's ability to fully engage with and complete the programme of study.

### **Participant led withdrawal**

Where a participant is considering withdrawal from a programme, in the first instance they should contact their relevant Programme team to discuss this, with the aim of identifying whether any alternative options are available, for example, deferral or substitution.

In some circumstances it may be appropriate to offer the school or Trust a substitution place on the programme. For example, if the original participant needs to withdraw early on in the programme, it may be suitable to offer the school to appoint a different participant this place. This participant would then need to catch up on any missed material and would be supported by the relevant Programme team. This option is entirely at Ambition's discretion on whether it would be suitable and would be considered on a case-by-case basis.

Where the participant is being supported by their school or Trust, they will be asked to confirm that the school/Trust has been made aware and in agreement with the request to withdraw.

Should no alternative be available, participants will be required to advise us in writing of their withdrawal, giving the date, and the reason for the withdrawal.

Once the request has been received in writing, the Programme team will update our records, inform the School Partnerships team and ensure that any other programme support functions have been notified, for example, Internal Faculty.

### **Ambition Institute led withdrawal**

Where a participant is withdrawn from a programme by Ambition, this decision will only be taken where it is felt that no other option is appropriate and/or other opportunities to avoid this have been thoroughly explored.

Prior to withdrawal, Ambition will contact the participant to discuss the situation to determine whether the withdrawal can be avoided.

Any withdrawal will be confirmed in writing to both participant and School/Trust where applicable, outlining the reasons and effective date of withdrawal.

Once the withdrawal has been confirmed in writing, the Programmes team will update our records, inform the School Partnerships team and ensure that any other programme support functions have been notified, for example, Internal Faculty.

## **4. Funding Implications of Withdrawals**

Programme fees will not normally be refunded where a participant withdraws from a programme before completion. A refund may be agreed in exceptional circumstances, but this will be at the discretion of Ambition Institute, and in line with our Refund Policy.

Any partial or fully subsidised places on a programme are not transferrable or refundable. If a participant does not attend or complete a programme which has been partially or fully subsidised, Ambition Institute reserves the right to charge the participant's school for the full value of their place on the programme.

## 5. Links to Other Policies

Other policies referenced here include:

- > Attendance and Programme Completion Policy
- > Deferral Policy
- > Refund Policy

These policies can be found [here](#).