



# Bailey Street Alternative Provision Academy Withdrawal of the Learner Policy

**Written:** 1<sup>st</sup> February 2022

**Updated:** New Policy

**Review Date:** 1st February 2023

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**This policy will be reviewed in full by the Governing Body on an annual basis. This policy was written on 1<sup>st</sup> February 2022 and ready to be agreed by the governing body. It is due for review on [1<sup>st</sup> February 2023].**

Signature:  
Date: 01/02/2022

Assessment Coordinator – Susan Phung

New policy written to support the assessment and data processes of Bailey Street AP Academy September 2021.

This policy addresses how we manage the cessation or withdrawal of qualifications.

As a general rule, we will ensure that any qualifications withdrawal will be managed with the interests of the pupils/learners foremost. We will do this by ensuring students/learners have sufficient notice to complete their qualifications and for entries and certification to be completed, and by giving guidance on alternative qualifications where necessary. We will comply with any requirements communicated to us by the regulatory authorities in regards to the withdrawal or cessation of any qualifications.

In the event of short notice given by an awarding body or mid-year withdrawal, the Recognition of Prior Learning Policy will be applied and prior learning will be transferred to an appropriate qualification with an alternate awarding body.

This policy covers all qualifications, units and informal awards offered by Arts Award, AQA, NCFE, OCR and Pearson.

### **Reasons for Withdrawing or Ceasing a Qualification**

There are a number of reasons why a qualification might be withdrawn or ceased to be offered by our school, including:

- Lack of demand for qualification
- Qualification no longer meets the needs of the student population
- Qualification subject matter is no longer relevant
- Units and qualifications are owned by other awarding organisations who have decided to withdraw.

### **Qualification Withdrawal or Cessation Process**

The Withdrawal Process will follow a two-stage process:

#### **Stage 1 – Decision to withdraw**

All current qualifications will be reviewed by the Leadership Team annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes.

#### **Stage 2 – Managing the Withdrawal**

Upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will comply with any requirements as stated Ofqual and may include arrangements for learners to complete programmes of work at an alternative centre.

The plan will:

1. Specify how the interests of learners in relation to the qualification will be protected.

2. Detail how the withdrawal will be communicated to the awarding organization, regulatory authorities, centres and learners providing details of all deadlines including the last date for accepting entries and the late date for certification.

### The Cessation Process

In the event that any awarding body ceases the delivery of a qualification (whether voluntary or not), the following process will take place:

1. Written process of procedure will be followed in the event of withdrawing delivery of a qualification.
2. Students and parents will be made aware of the withdrawal of delivery of the qualification, the reasons for it and the procedure which will be followed.
3. We will discuss the awarding body whether an alternative qualification can be met with already completed coursework. If not, we will look to another school/college delivery the qualification which could be used.
4. There would be communication with learners/staff demonstrating support needed where qualification has been withdrawn/ceased/changed.

The needs of learners would continue to be shared with staff and relevant access arrangements applied.

This policy is available to students and their families. It can be found in the exams policies handbook located in the office and the policies will be published online. Electronic copies are available to be emailed along with the appeals policy for all awarding bodies.

All staff are aware of these policies and how to access them in order to support learners.

This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.