

# **Ysgol Aberconwy**



## **Qualifications Cessation/Withdrawal Policy and Procedure**

**POLICY DOCUMENT NO: 72    ISSUE NO: 1**

**THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY**

**Signed:**

**Date : 11/07/23**

**Review due date : 01/07/25      LT Link : GM**

## Policy Purpose Statement

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

The purpose of this document is to state the procedure to be followed by Ysgol Aberconwy in the event of a qualification or unit/s being withdrawn by the awarding body or ceasing to be offered by the awarding body.

As a general rule, Ysgol Aberconwy, will ensure that any qualification withdrawal will be managed with the interests of the students/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 prior learning will be transferred to an appropriate qualification with an alternate awarding body.

## Scope

This policy covers the following areas:

1. All qualifications, units and informal awards offered by: WJEC, Eduqas, Pearson, OCR and NCFE
2. All staff and associates, qualification regulators, centre staff and learners who are registered with our organisation.

## 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There are a number of reasons why a qualification might be withdrawn or ceased to be offered by our school, including: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 the 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 Senior 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 Qualifications Wales/ 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 organisation, regulatory authorities, centres and learners providing details of all deadlines including the last date for accepting entries and the last 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 or 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 with the awarding body whether an alternative qualification can be met with already completed coursework.

If not,

4. we will look to another school/college delivering the qualification which could be used.
5. 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.

## Withdrawal of pupil(s) from an examination course

Any exam amendments including withdrawal from a course must to adhere to the following procedures:

1. If withdrawing a pupil from an examination course is being considered, subject teachers/head of Year/Mentor must consult with Heads of Department before any amendments can be made.
2. The Head of Department (HOD) must have a discussion with the pupil in order to discuss the reasons for withdrawal from the examination course.
3. The Head of Department must then discuss with the Deputy Head – Mrs G Murphy (GM) and complete the form 'Procedure for looking at a reduced timetable'. Each case is discussed.
4. GM will feed back to staff who made the request.
5. Staff feedback to parents/carers/pupils.
6. If the parent/carer does not agree with the decision of the Head of Department to withdraw their child from the examination course, they can discuss with HOD and GM.
7. If agreement for withdrawal is still not agreed upon following a meeting, the matter can be escalated to the Headteacher and then eventually through the School's Complaints Policy.
8. GM informs CEK (Data), CS Data Manager and WB Exam Officer.
9. Amendments are then made by the examinations officer to the relevant Examination Board.
10. Amendment information is kept in each department which can be consulted as and when necessary.
11. Tailored Schooling Policy to be followed. GM to lead on revising timetable and pathway. See Appendix 1 for the 'Tailored-schooling checklist and agreement'.

All staff are aware of these policies and how to access them in order to support students. **This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.**

## Appendix 1

### Tailored-schooling checklist & agreement

This document to be retained by the school and parent

TAILORED-SCHOOLING REQUEST: Checklist and agreement	
Recommendation/Request made by : <input type="checkbox"/> School <input type="checkbox"/> Family	
Name of Child	
Date of birth	
Academic Year	
Parent/carer name	
Have the school and/or parents fully explained the exact details of the tailored-schooling arrangements they have in mind and the reasons behind their request? Are these reasons appropriate?	
Has the request been confirmed by/to the parents in writing and request stored on the child's file?	
Is the school able to accommodate any concerns expressed by the parents within the parameters of full-time schooling?	
If the student has a Statement or EHC Plan has the parent's request been discussed with the Local Authority ALN Team?	
Does it appear likely that the request, if approved, would impose an additional workload on members of staff? What is the nature of this additional workload?	
Have the parents been made fully aware of their child's current and anticipated level of educational attainment and the potential impact which the request for tailored-schooling might have on this?	
Have the parents been made fully aware of any critical aspects of the curriculum/ assessment/teaching in school which their child	

will miss if tailored-schooling is implemented?	
Should the school and family agree to the request, have arrangements for monitoring and review been discussed and agreed? What timescales have been set? Has an initial review date been agreed?	
Have the parents been made aware that the school has the right to withdraw any agreement it might make to tailored-schooling arrangements if it considers that the original intentions and expectations are not being met?	
Should the school and family be unable to agree to the request, have the reasons for this been fully explained and confirmed in writing and saved on student's file?	
Have the parents been informed that their child may accrue absences (authorised for the periods of time they are home-schooled?)	
<b>DECISION</b>	
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	
Reason/Comment	
Signed : Headteacher	
Date	

**If the arrangement is approved:**

This attendance pattern will only be changed by agreement with both the family and the headteacher.

The school will allow the student to attend special events which take place on the agreed non-school days/times in consultation with the student's teachers or other relevant people.

Parents will have the same access to records, reports and opportunities to meet with teachers as young people who attend school on a full time basis eg: parents' evenings, school reports.

This arrangement may be terminated by the parent during the academic year. However, the date for this must be agreed with the headteacher in advance.

The headteacher retains the right to inform parents if s/he believes that the arrangement is detrimental to the progress of the child and, if necessary, stop the tailored-schooling arrangement



