



Maesteg School

Qualifications Cessation/Withdrawal Policy and Procedure

September 2020



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document is to state the procedure to be followed by Maesteg School in the event of a qualification or unit/s being withdrawn by the awarding body or ceasing to be offered by the awarding body.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, Maesteg School, 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: ASDAN, NCFE, Pearson and WJEC
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There are a number of reasons why a qualification might be withdrawn or ceased to be offered by our school, including: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 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 must consult with Heads of Faculty before any amendments can be made.
2. The Head of Faculty must have a discussion with the pupil in order to discuss the reasons for withdrawal from the examination course.
3. The Head of Faculty must then inform the parent/guardian of the pupil that there is an intention to withdraw the pupil from the examination.
4. If the parent/guardian does not agree with the decision of the Head of Faculty to withdraw their child from the examination course, they can escalate the matter to the SLT Line Manager for the Faculty.
5. If agreement for withdrawal is still not agreed upon following a meeting with the SLT Line Manager, the matter can be escalated to the Headteacher and then eventually through the School's Complaints Policy.
6. Following agreement for withdrawal, the Head of Faculty must complete the Exam Entry Amendment Form (Appendix 1).
7. Faculty Line Managers must sign/agree to any amendments.
8. Amendments are then made by the examinations officer to the relevant Examination Board.
9. Amendment information is kept in each faculties individual folder which can be consulted as and when necessary.

This policy is available to students and their families. It can be found in the exams policies section of the School website. Electronic Copies are available to be emailed along with the appeals policy for all awarding bodies.

All staff are aware 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

EXAM AMENDMENTS					
EXAM SEASON:					
SUBJECT:					
			FROM/withdraw	TO/Enter	ADMIN
SURNAME	FIRST NAME	CLASS	SUBJECT CODE	SUBJECT CODE	AMENDMENT COMPLETE

D.O. L. Signature:		Line Manager Signature:	
Date:		Date:	