

Withdrawal of Qualification Policy

Policy Control Page

Responsible Person	Sylvan Dewing - Head of Centre
Approved By	Education Leadership Team (ELT)
Date of Last Approval	November 2024
Next Review Date	October 2025
Policy Applicable to	Education
Status	Approved

Date	Version	Person	Change / Action
February 2019	V1	Salena Hutton	Policy Created
February 2020	V1	Salena Hutton	Reviewed - no changes
February 2022	V1	Salena Hutton	Reviewed - no changes
October 2022	V1	Salena Hutton	Reviewed - no changes
January 2024	V2	Salena Hutton	Reviewed and made changes in respect of withdrawal by the Academy
October 2024	V3	Megan Pease	Reviewed- no changes

Introduction

Exeter Royal Academy for Deaf Education (the “Academy”) takes its responsibility to protect the interests of its students very seriously. The purpose of this policy is to detail how the Academy will respond in the event of a withdrawal of qualification.

Qualifications may be withdrawn for the following reasons:

- Withdrawal by the awarding body
- Withdrawal by the Academy
- Withdrawal due to sanctions imposed by an awarding body on the Academy
- Closure of the Academy

In all cases, the Academy will take all reasonable steps to provide clear, accurate and timely information to students and their parents/guardians.

Withdrawal by the awarding body

Awarding bodies will provide advance notice of withdrawal of qualifications, subjects or units in accordance with JCQ regulations. Transition arrangements will be published and the Academy will ensure that these are communicated to appropriate staff, students (and their parents/guardians) and fully adhered to.

In general, wherever possible, students that are already registered on a course will be able to complete the qualification that they have registered for or will be given a reasonable amount of time to complete the qualification.

Once notification of withdrawal of a qualification has been received, no further students will be enrolled on that course.

Withdrawal by the Academy

If the Academy decides to withdraw from a qualification, it will provide reasonable notification to students and their parents/guardians, in addition to notifying the awarding body, as appropriate.

The Academy will endeavour not to withdraw a qualification whilst students are active on their course.

In the event that this is not possible, the teachers of that qualification will produce a record of what the students have completed, how much they have left to complete and details of the anticipated outcome for the student, for example:

- Will complete the qualification in the remaining time
- Will complete the qualification but will need additional support to do so in the remaining time
- Is unlikely to complete the qualification.

The Academy will take reasonable steps to provide additional support, as required, or, in the case where a student is unlikely to complete the qualification, to work with the awarding body to ensure that he/she is certificated for any units already completed.

If students or their parents/guardians are unhappy with the situation or how the Academy may have dealt with the withdrawal, they can make a complaint via the Academy's complaints procedure.

Withdrawal due to sanctions imposed by the awarding body on the Academy

In the highly unlikely event that an awarding body imposes sanctions amounting to a withdrawal of approval for specific qualifications or withdrawal of centre approval, the Academy will co-operate fully with the awarding body in order to safeguard the interests of the students involved.

Closure of the Academy

In the highly unlikely event the Academy ceases to operate, it will take all reasonable steps to protect the interests of the students, in respect of their qualifications. This may involve, but is not limited to:

- Notifying and working with the relevant awarding bodies, as appropriate. For example, in assisting the certification process for any units that the students have completed
- Notifying and working with Local Authorities, as appropriate
- Providing students and their parent/guardians with information on alternative education providers