The Meadows School

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Withdrawal of Units and Qualifications Policy

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**Amendment Register**

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1. **Rationale**

This policy has been adopted and written in relation to The Withdrawal of Units and Qualifications Policy at the Meadows School and should be read in conjunction with the LA’s policies and procedures and any DFE Policy, statements and guidelines.

1. **Introduction**

The Meadows School is a special school for students aged 11 – 19 with Severe Learning Difficulties and/or Profound and Multiple Learning Difficulties. The students is Key Stages 4 and 5 achieve accreditation from recognized awarding organisations. This document outlines how we manage the withdrawal of units and qualifications.

1. **Purpose**

The purpose of this document is to state the procedure to be followed by The Meadows School in the event of a qualification or unit(s) being withdrawn. The Meadows School will ensure that any qualification withdrawal will be managed with the interests of The Meadows School learners foremost. The Meadows will do this by ensuring leaners have sufficient notice to complete their qualifications and for entries and certification to be completed, and by giving guidance on alternative qualifications, where necessary. The Meadows School will comply with any requirements communicated to it by the regulatory authorities in regards to the withdrawal of qualifications.

1. **Scope**

This policy covers the following:

* All qualifications, units and informal awards offered by The Meadows School
* All Meadows staff and associates, qualification regulators, centre staff and learners who use The Meadows School
1. **Reasons for Withdrawing a Qualification**

There are a number of reasons why a qualification might be withdrawn by The Meadows School, including: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 the other awarding organisations who have decided to withdraw
* Lack of funding
1. **The Meadows School Qualification Withdrawal Process**

The withdrawal process will follow a two-stage process:

Stage 1 – Decision to withdraw

Stage 2 – Managing with the withdrawal

**6.1. Stage 1 – Decision to Withdraw**

All current school qualifications will be reviewed by the person designated as having responsibility for Accreditation, annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes.

In the event the a decision is made to withdraw a qualification a report outlining the rationale will be developed and signed off by the Headteacher.

**6.2. 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 by Ofqual and may include arrangements for learners to complete the programmes of work at an alternative centre.

This plan will:

* Specify how the interests of learners in relation to the qualification will be protected
* 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 last date for certification