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## Withdrawal of Qualification Policy



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### 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Qualifications may be withdrawn for the following reasons: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 (Joint Council for Qualifications (JCQ) General Regulations for Approved Centres 2018-19 section 4.5a). 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 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