WITHDRAWAL OF QUALIFICATIONS POLICY

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Contents

Introduction 2
Qualification withdrawal guidelines 2
Scope 2
Reasons for Withdrawing or Ceasing a Qualification. 2
Qualification Withdrawal or Cessation Process 3
Withdrawal of Learner from Qualification 4

Introduction

The key role of Gloverspiece is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards we aim to provide guidance and support to help centres and their learners achieve their learning and development goals. We also ensure that any regulatory requirements are met, and in turn we support centres to meet those requirements. Gloverspiece reviews all our policies annually or in response to regulatory changes to ensure that they remain fit for purpose.

This policy applies to all regulated qualifications offered by Gloverspiece and related products and services.

Qualification withdrawal guidelines

It is the policy of Gloverspiece that all regulated qualifications will be reviewed by the Head Teacher once a year or as and when the situation requires. The Head Teacher will provide a report to the Management with recommended actions before they are implemented. Where necessary, these will be discussed with the wider team for feedback and input. The following points outlines the scenarios where Gloverspiece will withdraw a regulated qualification:

We will ensure we manage 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 the Recognition of Prior Learning Policy will be applied and prior Learning will be transferred to an appropriate qualification with an alternate awarding body.

Scope

1. All qualifications, units and informal awards offered by: NCFE and ABC Awards

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There are a number of reasons why a qualification might be withdrawn or ceased to be offered by our school, including: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 no longer meets the needs of the student cohort
- 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 Qualification Withdrawal Process will follow a two-stage process:

Stage 1 – Decision to withdraw is made by the 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 NCFE 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, and learners providing details of all deadlines including the last date or 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:

Written process or procedure will be followed in the event of withdrawing delivery of a qualification. 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.

We will discuss with the awarding body whether an alternative qualification can be met with already completed coursework. If not, we will look to another school/college delivering the qualification which could be used.

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. This policy is available to students and their families. 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.

Withdrawal of Learner from Qualification

Gloverspiece School is committed to ensuring that all learners are entered for qualifications that are appropriate to their needs, abilities, aspirations, and educational pathway. In some circumstances, it may be necessary to withdraw a learner from a qualification after entry has been made. Any decision to withdraw a learner will be made in the learner's best interests and with careful consideration of their educational progress and future outcomes.

As an independent SEN school, the primary consideration in all qualification decisions is ensuring that learners access pathways that are appropriate, achievable, and supportive of their long-term outcomes. Decisions regarding qualification withdrawal will therefore be informed by a holistic understanding of each learner's individual needs, strengths, progress, and aspirations, rather than solely by examination performance.

Reasons for Withdrawal

A learner may be withdrawn from a qualification where there is evidence that:

- The qualification is no longer appropriate or accessible
- The learner is unable to engage meaningfully with the course content despite appropriate support and reasonable adjustments.
- The learner's attendance, engagement, or progress indicates that successful completion of the qualification is unlikely.
- The learner's needs have changed, resulting in the qualification no longer being the most suitable option.
- Continuing with the qualification would place an unreasonable burden on the learner or negatively impact their wider educational progress and wellbeing.
- A more appropriate qualification pathway has been identified
- The learner has made progress beyond the level originally anticipated and is capable of successfully accessing a higher-level qualification.
- A review of the learner's attainment, progress, or future aspirations indicates that an alternative qualification would better support their next steps in education, employment, or training.
- The learner would benefit from a qualification that more accurately reflects their abilities and potential outcomes.

Decision-Making Process

Any decision to withdraw a learner from a qualification will:

- Be based on evidence, including assessment data, progress reviews, attendance, engagement, and staff observations.
- Involve consultation with relevant staff, including subject teachers, curriculum leaders, SEN staff (where appropriate), and senior leaders.
- Consider the views of the learner and, where appropriate, their parents/carers.
- Take account of awarding organisation requirements and entry deadlines.
- Be clearly documented, including the rationale for the decision and any alternative qualification pathway identified.

Alternative Provision and Support

Where a learner is withdrawn from a qualification, the school will seek to ensure that:

- An appropriate alternative programme of study or qualification is identified where possible.
- The learner continues to access a curriculum that is ambitious, meaningful, and suited to their individual needs and aspirations.
- Appropriate support is provided to facilitate a successful transition to any new qualification pathway.

Record Keeping

The school will maintain records of all qualification withdrawals, including:

- The qualification concerned.
- The reason for withdrawal.
- Evidence informing the decision.
- Details of any alternative qualification or programme of study.
- The date of the decision and staff involved in the process.