

Withdrawal Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



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WITHDRAWAL POLICY

1. POLICY STATEMENT

Hatfield Wick Education (HWE) is committed to safeguarding the interests of all learners during qualification withdrawals, ensuring they are supported in continuing their education and achieving certification wherever possible. This policy provides a clear framework for managing withdrawals, safeguarding learner interests, and maintaining compliance with awarding body regulations and statutory requirements.

This policy also operates in line with Keeping Children Safe in Education (KCSIE), relevant Department for Education statutory guidance, and the Public Sector Equality Duty under the Equality Act 2010.

Our withdrawal policy aligns with the principles of **Ofsted**, **NCFE**, the **SEND Code of Practice**, and the **Equality Act 2010**, prioritising equity, safeguarding, and transparency.

2. AIMS

This policy aims to:

- Ensure learners are supported during qualification or programme withdrawals.
- Minimise disruption to learners by facilitating alternative arrangements.
- Maintain compliance with awarding body regulations and legislative requirements.
- Protect the integrity of assessments and qualifications during withdrawals.

3. SCOPE

This policy applies to:

- Withdrawals of qualifications or programmes initiated by HWE or the awarding body.
- Learners, staff, and centres delivering NCFE qualifications or equivalent accredited programmes.

4. KEY DEFINITIONS

4.1 Withdrawal

The discontinuation of a qualification or programme due to reasons such as lack of demand, changes in regulatory requirements, or decisions by awarding bodies or centres.

4.2 Affected Learners

Learners currently enrolled in or preparing to enrol in a qualification or programme that is being withdrawn.

5. RESPONSIBILITIES

5.1 Hatfield Wick Education

- Ensure learners are informed promptly and transparently about withdrawals.
- Provide advice and guidance to learners on alternative qualifications or pathways.
- Safeguard learner interests by facilitating access to certification for completed units.
- Ensure withdrawal decisions do not disproportionately disadvantage learners with protected characteristics or those with SEND.

5.2 Awarding Bodies

- Notify HWE of qualification withdrawals in compliance with regulatory requirements.
- Provide timelines and support for managing transitions.

5.3 Learners

- Engage with the guidance provided to identify alternative qualifications or progression routes.

6. PROCEDURES FOR QUALIFICATION AND PROGRAMME WITHDRAWALS

6.1 Notification of Withdrawal

- **Awarding Body Decision:** HWE receives written notice from the awarding body detailing the withdrawal timeline, including the last registration and certification dates.
- **Centre Decision:** Centres notify awarding bodies and learners of the intention to cease delivery of specific qualifications.

6.2 Communication with Learners

Learners are informed in writing about:

- The reasons for withdrawal.
- The timeline for last registration and certification.
- Available alternatives or comparable qualifications.

6.3 Transition Arrangements

Support for Affected Learners:

- Guidance is provided to help learners complete their qualifications where possible.
- Assistance in identifying equivalent qualifications or progression pathways.

Certification of Units: Learners are supported in claiming certification for completed units or credits.

Where withdrawal creates safeguarding risk or increased vulnerability for a learner, the matter will be referred to the Designated Safeguarding Lead (DSL) and managed in accordance with the Safeguarding and Child Protection Policy.

7. SAFEGUARDING AND SEND CONSIDERATIONS

7.1 Safeguarding Compliance

- Withdrawal decisions are communicated sensitively, with oversight from the Designated Safeguarding Lead (DSL) to ensure the welfare of vulnerable learners.
- Alternative arrangements consider the safeguarding needs of affected learners.

7.2 SEND Adjustments

- Reasonable adjustments are provided to ensure equitable access to any alternative qualifications or pathways.
- SEND learners are supported with personalised transition plans. Transition arrangements will follow the graduated approach (Assess, Plan, Do, Review) where applicable.

8. DATA PROTECTION

- All records relating to qualification withdrawals are maintained securely in compliance with the **UK GDPR**.
- Learner data is shared only as required to facilitate transitions and alternative arrangements. Information may be shared without consent where required to safeguard learners or comply with statutory duties.

9. APPEALS PROCESS

Learners or stakeholders dissatisfied with withdrawal arrangements can appeal in writing. Appeals are reviewed by HWE's Senior Leadership Team, and decisions are communicated within 10 working days. Appeals will be managed in line with the HWE Appeals Policy.

10. MONITORING AND REVIEW

10.1 Policy Review

This policy is reviewed annually to ensure alignment with updated regulatory requirements and institutional practices.

10.2 Compliance Audits

Regular audits ensure withdrawal processes comply with awarding body and statutory regulations.

11. COMMUNICATION AND TRAINING

11.1 Staff Training

Staff involved in managing withdrawals receive training on safeguarding, SEND considerations, and effective communication.

11.2 Learner Communication

Withdrawal policies and timelines are shared with learners during enrolment and via the HWE website.

This policy ensures the smooth management of qualification and programme withdrawals, safeguarding learner interests, and maintaining compliance with all regulatory frameworks.