



RISE COLLEGE

Withdrawal Policy

Agreed by Principal and Deputy Principal

Agreed on behalf of Management Committee by
Chair of the board: Anthony Peltier

Signature:

Date: 22nd January 2024



Policy Purpose Statement

This policy addresses how we manage the withdrawal process if a student is being withdrawn from the college, an exam or a course.

As a general rule, Rise College will ensure that any withdrawal will be managed with the interest of students at the forefront of our priorities.

Rise College is committed to taking all reasonable steps to ensure that students have the opportunity to successfully complete their programmes. Rise College has a commitment to ensure that all students are treated fairly and equitably.

The aim of this policy is to:

- support and encourage students to achieve their full potential in their studies
- enhance and promote community cohesion by encouraging active participation in all areas of their study
- monitor academic engagement and performance and provide guidance and support to students in the event of need

Scope

This policy covers the following areas:

1. All qualifications, units and informal awards offered by: ASDAN, NCFE, Pearson and WJEC
2. All staff and associates, qualification regulators, centre staff and learners who are registered with our provision.

In the event of a student leaving or withdrawing from the provision or an exam before the agreed date, parents/carers and the Local Authority will be informed and an Annual review will take place.

Rise College records all the involvement it has with students and where the appropriate support will be fully implemented,

Withdrawals are made on the basis of academic performance, attendance or behaviour. Under no circumstances will a student be involuntarily withdrawn on the sole basis of a disability or learning difficulty as this would constitute discrimination.



Withdrawal from the provision on the basis of Disciplinary Action

To ensure students and staff can work in a safe and congenial environment, students will be subject to the School's disciplinary proceedings. In the most severe cases of misconduct, action may be taken to withdraw the student from the college and or programme.

Such breaches include but are not limited to:

- Aggressive or violent behaviour
- Damage or the perceived threat to damage School buildings, students and/or staff and/or their property
- Any activity involving the unauthorised use of drugs or alcohol
- Tampering with safety equipment (e.g. discharging of fire extinguishers, setting off building alarms deliberately and without valid cause, etc.)
- breaches of School policies with particular reference to Harassment or Bullying
- the provision not being suitable for the student

Under such circumstances the Deputy Principal will gather all information relating to the case. This will be presented to a Student Disciplinary Panel who, on the basis of all evidence and the surrounding circumstance will decide an appropriate course of action. The Local Authority, student and parents/carers will be informed of final decision of the panel.

No formal disciplinary outcome will be concluded unless a disciplinary meeting has been held.

Appeal Process

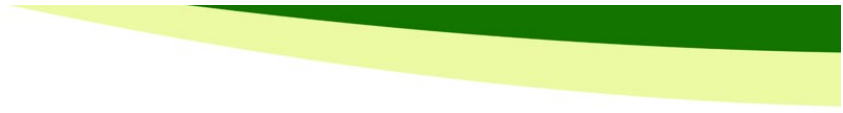
All students required to withdraw have the right of appeal through the Deputy Principal to an Appeal Panel. The right of appeal relates only to the withdrawal decision and not to the results of any examination or academic assessment on which the decision may be based.

Students required to withdraw are given written notice, by the Withdrawal Committee, of their right to appeal. Appeal must be made in writing within 10 working days to the Appeals Committee through the Deputy Principal and shall state the grounds on which the appeal is being made and provide evidence to support it.

The student will be invited to attend the Appeal Panel and relevant academic staff members will be invited to the hearing.

The Appeal Panel, in reaching a conclusion on a student appeal, may accept, reject or assign specific conditions to the continuance of the course of study by the student.

The Appeal Panel will inform the appellant of the Committee's decision within 24 hours by email or telephone, and confirm in writing to the student providing reasons for the judgment reached in relation to submissions made at the hearing, within five working days of the hearing taking place.



Appendix

EXAM AMENDMENTS						
EXAM SEASON:						
SUBJECT:						
			FROM/withdraw	TO/Enter		ADMIN
SURNAME	FIRST NAME	CLASS	SUBJECT CODE	SUBJECT CODE		AMENDMENT COMPLETE

D.O. L. Signature:		Line Manager Signature:	
Date:		Date:	