



SCHOOL

POLICY

Policy Name:	Procedure for the Withdrawal of Pupils from External Examinations
Review date:	Reviewed Date: 14 th September 2022
Date to be reviewed:	
Agreed by the BOG on:	30 th May 2023
Policies which are linked to this policy:	Curriculum Policy

Integrated Education has been one of the most significant social developments within Northern Ireland in the last 40 years. Priory wears its Integrated ethos and practice with pride, Integration is prioritised by school leadership and is led by the Principal, BOGs and a drive team, under the leadership of the newly appointed Integration Co-ordinator. The four core principles of integrated education - **equality, faith and values, parental involvement** and **social responsibility** are central in all we do. Integration and Inclusion remains high on the agenda of the college and we will endeavour to make sure that every child is welcomed and taught in a safe and nurturing Priory College.

College Mission Statement

Priory Integrated College welcomes children from all traditions, cultures and abilities. Together, we aim to empower every child to reach their full potential, in a nurturing, caring environment which upholds respect and excellence for all.

Procedure for the Withdrawal of Pupils from External Examinations

Departmental Requests for Withdrawal at GCSE

Where it is considered at a subject / departmental level that it may be in a pupil's best interest to be withdrawn from an externally sat examination the following procedure should be adhered to:

1. All requests for withdrawals of a pupil from an external examination need to be made by the Head of Department of the subject in writing using the *Request to Withdraw a Pupil from an External Examination* form (Appendix 1), clearly outlining the reasons for the request and detailing why it would not benefit the pupil to continue certification.
2. The request should initially be passed to the Head of Year 12 for consideration from a pastoral and academic point of view.
3. The Head of Year 12 should consult with the Leader of Key Stage 4, Leader of Pastoral Care and Welfare, and SENCo, where applicable, on consideration of the pastoral implications of withdrawal.
4. The Head of Year 12 should consult with the Leader of Key Stage 4 and Vice Principal regarding the pupil's academic data.
5. The Head of Year will feedback the outcomes of this consultation with the Head of Department.
6. If the Head of Year, Leader of Key Stage 4, Leader of Pastoral Care and Vice Principal agree that the request is valid and in the pupil's best interests, contact should be made by the Head of Department with the parent/carer to discuss this and secure their agreement in writing, if given.
7. The recommendation and written agreement from parent/carer must then be passed to the Vice Principal for final approval.
8. The Vice Principal approves the withdrawal and passes instruction to the Examinations Officer.
9. The Examinations Officer makes the withdrawal and confirms this with the Vice Principal, Head of Year, Head of Department, pupil and parent/carer.
10. The Examinations Officer maintains a register of all pupil external examination withdrawals.

Procedure for the Withdrawal of Pupils from External Examinations

Pupil Request

Where a pupil is considering withdrawing from a GCSE or A Level qualification the following procedure should be adhered to:

1. All requests for consideration of withdrawal from a GCSE or A Level subject need to be made using either the *Request to Withdraw from a GCSE Course* or *Request to Withdraw from an AS Level Course* form (Appendix 1 and 2) by the pupil to the Head of Department clearly outlining the reasons for the request and detailing why it would not benefit the pupil to continue certification.
2. Any proposed timetable change must then be discussed with the GCSE / AS Teacher, Careers Teacher, Leader of Key Stage, Parent / Career, Vice Principal
3. For each request, all parties should be in general agreement that it is in the pupil's best interests to withdraw from the GCSE / AS course.
4. When final approval has been given by the Vice Principal, the Parent / Career should inform the College Examination Officer in writing. The Vice Principal will also inform the College Examination Officer by e-mail.

Appendix 1

REQUEST TO WITHDRAW A PUPIL FROM AN EXTERNAL EXAMINATION

SECTION 1:

To be completed by Head of Department

Pupil name: _____ **Tutor Group:** _____

1. State the course that you wish to withdraw this candidate from and explain why, outlining all recent assessment information.

2. Outline all interventions that have been provided to date?

3. Outline the benefits for the pupil.

SECTION 2:**To be completed by Head of Year**

4. I have discussed this withdrawing request with:

	Change Withdrawal? (Yes/No)	Comments	Signature	Date
Head of Department				
Leader of Key Stage				
Leader of Pastoral Care and Welfare				
Parent/Carer				
Vice Principal				

Recommendation

Pupil name: _____ Should be withdrawn from _____ Yes / No

Date of decision: _____

Parents/Carers have confirmed their agreement in writing: Yes / No

Head of Department, GCSE Teacher, Careers Teacher and Leader of Key Stage have been informed: Yes / No

Examination Officer (Mrs McMillen) has been informed: Yes / No

Appendix 2

PUPIL REQUEST TO WITHDRAW FROM A GCSE COURSE

Pupil name: _____ **Tutor Group:** _____

You ***must*** consult with your GCSE Teacher, Careers Teacher, Leader of Key Stage (Mr Kelly) and Parents / Carers when seeking permission to withdraw from a GCSE course. This form should be returned to the Vice Principal (Miss Watterson).

- In **Year 11 and 12** it is expected that all pupils will have a full timetable of lessons.
- Only in **exceptional circumstances** will a pupil be allowed to withdraw from a GCSE course. A request to study a reduced timetable must be supported by robust evidence submitted to the Leader of Key Stage (Mr Kelly).

My GCSE Courses are		
Mathematics		
English Language		

5. State the course that you wish to withdraw from and explain why. State your recent assessment results in this course.

6. How will your career plans be affected?

7. I have discussed withdrawing from this GCSE course with:

	Change Agreed? (Yes/No)	Comments	Signature	Date
GCSE Teacher				
Careers Teacher				
Leader of Key Stage				
Parent/Carer				
Vice Principal				

I agree to withdraw from this GCSE course:

Pupil signature: _____ Date: _____

Examination Officer (Mrs McMillen) has been informed: Yes / No

Parents/Carers should contact Miss Watterson or Mr Kelly if they require further information or advice.

Office Use: GCSE _____ has been removed from timetable: Yes / No

Office Use: GCSE Teacher, Careers Teacher and Leader of Key Stage have been informed: Yes / No

Appendix 3

PUPIL REQUEST TO WITHDRAW FROM AN AS-LEVEL COURSE

Pupil name: _____ **Tutor Group:** _____

You must consult with your AS-level Teacher, Careers Teacher, Leader of Sixth Form (Mrs Keatings-Hunter) and Parents / Carers when seeking permission to withdraw from an AS-level course. This form should be returned to the Vice Principal (Miss Watterson).

	My AS-level Courses are...	AS Target Grades	Teachers	Recent Assessments	
				Assessment 1	Assessment 2
1					
2					
3					
4					

8. State your most recent assessment results for each AS course in the table above. State the course that you wish to drop and explain why.

9. How will your career plans be affected?

10. I have discussed withdrawing from AS-level _____ with:

	Change Agreed? (Yes/No)	Comments	Signature	Date
AS-level Teacher				
Careers Teacher				
Leader of Sixth Form				
Parent/Carer				
Vice Principal				

I agree to withdraw from this AS-level course:

Pupil signature: _____ Date: _____

Examination Officer (Mrs McMillen) has been informed: Yes / No

Parents/Carers should contact Mrs Keatings-Hunter or Miss Watterson if they require further information or advice.

Office Use: AS-level _____ has been removed from timetable: Yes / No

Office Use: AS-level Teacher, Careers Teacher and Leader of Sixth Form have been informed: Yes / No