

# PROCEDURE FOR WITHDRAWAL/NON-ENTRY OF EXAMINATION CANDIDATES

If a pupil's lack of progress is of concern then the usual process of phone calls and letters home should be pursued. If after all efforts the pupil does not respond and you are considering that a candidate should not to be entered for an examination or is to be withdrawn, you should ensure that you have gone through the following stages

1. You have **notified the candidate** and **parents / guardian** of your concerns **in writing, in good time prior to the proposed withdrawal**.  
The standardised letter attached **must** be used for this purpose.  
This should be sent by the **Head of Department**.  
Please keep a copy of this letter and any parental response. A copy will be required if you wish to withdraw the pupil at a later date.

2. You have **DOCUMENTED evidence** of the candidate's failure to meet the required standard which has led to possible non-entry/withdrawal. As above copies may be required later.

This could consist of

- records of phone calls home
- copies of letters home
- dates of missed deadlines
- examination performance
- homework record
- missing/poor coursework/controlled assessments

If there is an appeal against non-entry/withdrawal, this evidence would be vital in our defence.

3. If there is an unsatisfactory response then the **non-entry/withdrawal form** should be filled out and submitted to **Mrs. J. Sloggett or Mr. C. Williams** by the Head of Department.

Please attach the copy of the original standardised letter of concern, together with the returned tear-off slip.

4. If the application is approved by the withdrawal panel, the candidate will be withdrawn and **Mr. C. Williams**, the Examinations Officer will inform the parents of the decision. **Other than in the Sixth Form the pupil will remain in your class for the remainder of the year.**
5. Failure to complete this process means that all pupils on the class list **WILL** be entered for the examination. If candidates then fail to sit the examination the relevant department will be billed. **A class list that has had names crossed out with no withdrawal form is not acceptable and the pupil will continue to be entered until non-entry/withdrawal has been approved by the above process.**
6. In the Sixth Form, if a pupil has been formally withdrawn from a subject a blue Pisys form must be completed and authorised by **Mrs. A. O'Brien**. A non-entry/withdrawal form will also need to be completed.

## **MEMBERS OF WITHDRAWAL PANEL**

Mrs A O'Brien	Deputy Headteacher
Mrs J Sloggett	Assistant Headteacher
Mr C Williams	Examinations Officer