



SAIL Academy Exams:

Withdrawal process

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Centre name	SAIL Academy
Date process first created	13/05/2025
Current process approved by	Daniel Goldstraw
Date of review	13/07/2026
Date of next review	13/07/2027

Key staff involved in the procedure

Role	Name
Head of centre	Daniel Goldstraw (SENCo, DDSL)
Exams officer	Andrew Fulker
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that candidate behaviour in the examination room at SAIL Academy is managed in accordance with current requirements and regulations.

Purpose of the procedure

This policy outlines the procedures and rationale for withdrawing a student from one or more external examinations (e.g. GCSEs, Functional Skills, vocational qualifications) at SAIL Academy. It aims to ensure that any decision made is in the best interest of the student, transparent, and well-communicated.

1. Guiding Principles:

- The school is committed to supporting every student to achieve their full potential and access appropriate qualifications.
- Withdrawal from exams is a last resort, used only when it is clearly in the best interest of the student.
- Any withdrawal must be based on evidence and follow a clear process involving key stakeholders.

2. Acceptable Reasons for Withdrawal: A student may be considered for withdrawal from an exam under the following circumstances:

- **Significant and ongoing medical issues** impacting the ability to prepare for or sit the exam, supported by medical evidence.
- **Mental health concerns** where sitting the exam would cause undue distress or harm, supported by professionals (e.g. CAMHS, GP).
- **Prolonged absence** resulting in lack of syllabus coverage and inadequate preparation time.
- **Persistent non-engagement** or refusal to complete required coursework/controlled assessment despite intervention.
- **Change in learning pathway**, e.g. moving to a more suitable qualification or route (with parent/carer agreement).
- **Exceptional personal circumstances** (bereavement, family crisis, safeguarding issues).

3. Withdrawal Process:

Step 1: Identification

Subject teachers or pastoral staff raise concerns and flag the student for review.

Step 2: Evidence Gathering

Relevant evidence is collected (attendance, assessments, medical notes, engagement logs, interventions tried).

Step 3: Discussion with SLT

The Exams Officer, SENCO (if relevant), and Head of Year or Head of KS4 meet with a senior leader to review the case.

Step 4: Parent/Carer Consultation

Parents/carers are invited to a meeting to discuss concerns, explain the impact of withdrawal, and seek agreement.

Step 5: Final Decision

The Headteacher or designated SLT member makes the final decision. This is documented and shared with all relevant parties.

Step 6: Exam Board Notification

The Exams Officer ensures any withdrawals are processed in line with awarding body deadlines to avoid unnecessary costs.

4. Communication and Record-Keeping:

- All decisions must be recorded in writing, including meeting notes, evidence reviewed, and consent from parent/carers.
- Students and families must receive a confirmation letter outlining the withdrawal and any next steps.
- A record is kept on the student's file and shared with relevant staff.

5. Appeals and Concerns:

- Parents/carers may appeal a withdrawal decision in writing to the Headteacher within 5 working days of notification.
- The appeal will be reviewed by a senior leader not involved in the original decision.