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Step, Strive and Stretch Subject Withdrawal Policy	LS036	1

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LEAD PERSON	Group Director of Academic Studies		
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STEP, STRIVE AND STRETCH SUBJECT WITHDRAWAL POLICY

Policy Statement

1. This policy sets out a clear, consistent framework for when STEP, STRIVE & STRETCH (A Level) students may or may not withdraw from a subject. It aims to balance student wellbeing, academic success, and the college's commitment to high expectations and programme completion.

Purpose

2. The intent of this policy is to create a framework which supports all students progression and to ensure consistency in approach between all stakeholders (student, parent/guardian, teacher, tutor, support team and others). The purpose is to see all learners complete all elements of their pathways with the correct rapid intervention in place, rather than students reducing their pathway.

Scope

3. This policy is applicable to all stakeholders in the Academic Studies faculty across STEP, STRIVE and STRETCH pathways.

All students are enrolled on a **full programme of study** with the expectation that they will complete it. This is between 4-5 subjects for STEP & STRIVE students pending on their pathway, and 3 subjects for A Level students.

Subject withdrawal is exceptional, not routine, and only permitted following structured intervention and senior review.

When enrolling onto the course, students are committing to complete every subject enrolment.

Responsibilities

Circumstances Where Subject Withdrawal MAY Be Approved

A student may be permitted to withdraw from a subject only when all of the following conditions have been met:

4.1 Structured Support Plan (Minimum 6 Weeks)

- A formal 6-week support plan has been implemented.
- The plan must include:
    - SMART academic targets
    - Timetabled intervention sessions (e.g. subject support, tutoring)
    - Monitoring of attendance, effort, and progress

4.2 Evidence of Intervention and Review

- At least **two** formal reviews have taken place during the support period by teacher or personal tutor
- Evidence demonstrates that:
    - The student has engaged with support
    - Interventions have not led to sufficient improvement

4.3 Multi-Disciplinary Input

- Input has been gathered from:
    - Subject teacher(s)
    - Personal tutor
    - Student support services (where appropriate)

4.4 Parental/Guardian Involvement (where applicable)

- A formal meeting has taken place with parent(s)/carer(s)
- The risks and implications of withdrawing from the subject have been clearly explained

4.5 Faculty Director Sign-Off

- Final approval must be granted by the relevant Faculty Director of that campus
- Decision must be based on documented evidence, not informal judgement

5. Circumstances Where Subject Withdrawal Will NOT Be Approved

Students will not be permitted to withdraw from a subject under the following circumstances:

5.1 Early Requests Without Intervention

- Requests made without completion of the 6-week support plan
- Students expressing early dissatisfaction or lack of motivation alone

5.2 General Expectation Setting

- All students are informed at enrolment that:
    - Withdrawing from subjects is not a standard option
    - Commitment to a full programme is expected from day one

5.3 Mental Health Concerns Without Engagement

- Where mental health challenges are cited but:
    - The student has not engaged with college student support services or external support (evidence required)
- In such cases:
    - Referral to student support is mandatory
    - Withdrawal will not be considered until support pathways are fully explored

5.4 Lack of Parental/Carer Engagement

- Where a parent/carer meeting has not taken place (for under-18s)

5.5 Multiple Subject Withdrawal Requests

- Requests to withdraw from more than one subject will not be approved
- In these cases:
    - The student's programme is no longer viable
    - The outcome will be withdrawal from the college, with guidance on alternative pathways

5.6 Students requesting to withdraw one subject to complete another with an external provider

- Students cannot withdraw from one subject to complete another with an online provider or any other. Activate Learning is committed to ensuring the quality of our teaching, learning and assessment, as well as the progression of our students.

6. Exceptional Circumstances

In rare cases (e.g. significant medical issues, safeguarding concerns), elements of this policy may be adapted.

- Any exception must:
    - Be fully documented
    - Be approved by a Director

- Include input from relevant support services

7. Student Guidance and Communication

- Students must be clearly informed of:
  - The academic and progression implications of withdrawing from a subject
  - Potential impact on university, apprenticeships, or future pathways
- Written confirmation of decisions will be provided
- Everything is documented on Pro-Monitor

8. Monitoring and Review

- All subject withdrawal decisions will be logged and reviewed termly
- Patterns (e.g. specific subjects, departments, or cohorts) will be analysed to inform quality improvement

Commitment Statement

Activate Learning is committed to seeing all students belong, achieve and thrive. We want all students to develop their attribute, including resilience, and learn coping mechanisms when adversity rises. We want to ensure all stakeholder are involved in the decision making process when it comes to support, changing/editing pathways, and doing what it best for each individual learner.