



Withdrawal Process

Approved: July 2025
Approved by: Quality Committee
Next review date: July 2026

This Withdrawal process applies to all students currently enrolled on a course at BN1 Arts.

BN1 Arts aims to support and develop all our students so the college environment is a safe learning space for high achievement in Music and Performing Arts. At all times BN1 Arts strives for excellent attendance and retention of our students.

This process depending on circumstance outlines the withdrawal process of a BN1 Arts student whilst enrolled on our courses.

Reason for Leaving

Students may leave the BN1 Arts course due to:

- Withdrawn due to Gross Misconduct. Please see Students Code of Conduct and/or Academic Misconduct and/or Disciplinary Policy.
- Withdrawn due to Fitness to Study. Please see the Student Code of Conduct.
- Withdrawn due to not Progressing
- Withdrawn due to the decision of the Student deciding not to continue on their chosen BN1 Arts course
- Withdrawn due to continued non attendance.

Students who are withdrawn due to Misconduct or Fitness to train college policy is followed.

The Withdrawal process

Those students wishing not to progress or leave the course during the term will need too:

- Inform Program Leader or Student Support in writing.
- Attend a meeting accompanied by parent/guardian with Program Leader and Student Support.
- Attend an arranged careers/progression meeting.
- Complete a withdrawal form.

The BN1 Arts responsibility to withdrawing students is:

- Speak to the student in the first instance.
- Set up a meeting with Parents/Guardians the Program Leader and Students support.
- Arrange a careers/progression meeting.
- Signpost any external support.
- Report to funding partner
- Report to the local authority that they are no longer on roll.

BN1 arts would only do any subsequent checking in if there were safeguarding or welfare issues. If they were accessing the counselling service or bursary support, these would cease once withdrawn.

Exams

Where possible we will support the student to gain the most out of the time and qualification whilst studying with us. We will look to help complete any outstanding coursework to gain the highest qualification possible. This could be a reduced qualification such as a certificate or to validate the units so the student can carry the UCAS points forward with them.

All students assessment evidence will be held in compliance with our Data Protection Policy for the time period allocated by the exam board.