

# INTERNAL PROCEDURE

## Title: Admissions, Review and Fitness to Study

<b>POLICY HOLDER:</b>	<b>Assistant Principal Student Services</b>
<b>EXECUTIVE OWNER:</b>	<b>Principal</b>
<b>VERSION NO:</b>	<b>5 (2022)</b>
<b>LAST REVIEWED:</b>	<b>September 2022</b>

**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

**Further information:** If you have any queries about this policy or procedure, please contact the named policy holder.



## Amendments log

Review date	Version	Changes	Originated by	Approval
28.08.18	2	Annual update  Addition of 3.5 and updates throughout to roles and responsibilities following changes to management structures	HRH	Exec
28.08.19	3	Annual update	HRH	Exec
01.07.21	4	Annual update  Addition of 4.4 and updates throughout to roles.	HRH	Exec
01.09.22	4	No changes	HRH	SMT

# City College Norwich Admissions and Review Panel

Receipt of disclosure form (UCC) or professional referral (internal or external) or Self declaration to the Executive Office (B40)

PA to (Assistant Principal Student Services - APSS) to check with Youth Offending Team/Norfolk Probation/relevant bodies for accuracy of information and level of risk to decide what meeting needs to take place: Admissions and Review, Review or a Fitness to Study meeting. EHCPs to be sent to Learning Support Team Leaders (LSTL) in Curriculum Services for internal EHCP process.

APSS/DSL to check information provided to decide if a meeting needs to take place. LSTLs may refer an EHCP back into the procedure at this point.

## Yes meeting needs to take place

### Do not Proceed

Arrange one of the following based on information received: Admissions and Review Panel meeting, Review meeting or a Fitness to Study Review.

## No meeting needs to take place

### Proceed

Sign and date the disclosure form.  
File and log disclosure.  
Inform Admissions Team to proceed.

### Admissions and Review Meeting

This process is triggered if the student declares or the College becomes aware of a UCC, significant behavioural issue/ medical/mental health issue or a safeguarding risk.

#### Not to proceed:

Log details on to the ARM system. PA to contact relevant internal or external bodies arrange a meeting to be held at the College.

Attendees should be: APSS/DSL, Head of Area, a relevant professional advocate and a minute taker.

All attendees informed of meeting.

### Review Meeting

This process takes place if the student declares or the College becomes aware of a UCC, significant behavioural issue/ medical/mental health issue or a safeguarding risk once student has enrolled.

APSS/DSL to hold a meeting and suspend the student without prejudice dependent on the information provided until meeting is held.

Attendees should be: APSS/DSL, Head of Area and a relevant professional advocate and a minute taker.

All attendees informed of meeting.

Student is informed of the outcome and either continues to study at the College, suspension pending the outcome of a police investigation/court case or permanent exclusion.

### Fitness to Study

This process takes place if a student who, for reasons of mental, emotional and/or physical health, struggles to cope with the demands of their course or presents a risk to themselves or others.

**Please see Appendix 1.**

If the FtS procedure goes to a Stage 3, the Admissions and Review Process will apply and a Review meeting will take place.

#### Confidentiality

All Admissions and Review Meetings, Review hearings and Fitness to Study assessments will be treated as confidential to the parties concerned. After the hearing (and appeal if applicable) all related papers will be disposed of confidentially except for one full copy which will be held centrally and kept for the duration of the student's course plus 6 years, whether the hearing finds against the student or not. Where an allegation is substantiated a record will also be kept on the student's file for as long as they remain a student at College

## **Appendix 1:**

### **Fitness to Study**

#### **1. Introduction**

- 1.1 City College Norwich is committed to supporting its students and recognises the importance of a student's health and wellbeing in relation to his or her academic progression. This procedure outlines the process to be followed when a student who, for reasons of mental, emotional and/or physical health, struggles to cope with the demands of their course or presents a risk to them self or others.
- 1.2 The College recognises that there are occasions when the mental, emotional and/or physical health of a student can cause disruption to their studies. It is the aim of this procedure to set out how the College will provide support in these circumstances to help the student get back on track.
- 1.3 The College also acknowledges that there are rare occurrences where for the good of the individual's health or wellbeing a break from studying may be better for the student than continuing on a course that they will not complete. This procedure will set out how that decision is made.

#### **2. How the Procedure works - Stage One**

- 2.1 Stage One will be initiated where a concern has been raised about a student who is finding it difficult to commit to the requirements of the course because of a mental, emotional or physical health reason, or presents a risk to them self or others. The student may raise their own concern or it may come from a member of staff.
- 2.2 At this stage a member of the course team will meet with the student as well as with other colleagues where appropriate, and parents/carers where possible, to discuss the reasons why they are struggling to meet deadlines /or attend the course /participate in their learning.
- 2.3 An action plan will be mutually agreed by the student and member of staff and logged on the student's eLLP. The action plan will include details of the support that the student may need and targets set to address the issues that have been discussed. This may involve referrals to College support such as the Wellbeing Zone or to external agencies. Support for this can be provided by contacting a member of the Wellbeing Team. The student should receive a copy of their action plan.
- 2.4 Where an agreement is reached and attendance targets are set, it is the responsibility of the student's Course Leader or Tutorial Supervisor to share the information with other key members of staff where this is appropriate, for example, with wellbeing and support colleagues.

#### **Reviewing the Stage One Action Plan**

- 2.5 A review date of the action plan should be set. If the student fails to attend the review without good reason the review should move to Stage Two.
- 2.6 The review has 3 possible outcomes.

1. The targets have been met and the student is now able to commit the original agreement of the course.
2. Some or all of the targets have been met but the student is not yet able to return to the original agreement of the course. For this outcome a new set of targets are to be set to detail how the student will progress, with a focus on returning to the original agreement of the course as soon as possible.
3. Where the student has not been able to meet the targets or their circumstances have deteriorated further the member of staff responsible should move the process to Stage Two as soon as possible.

### **3. How the Procedure works - Stage Two**

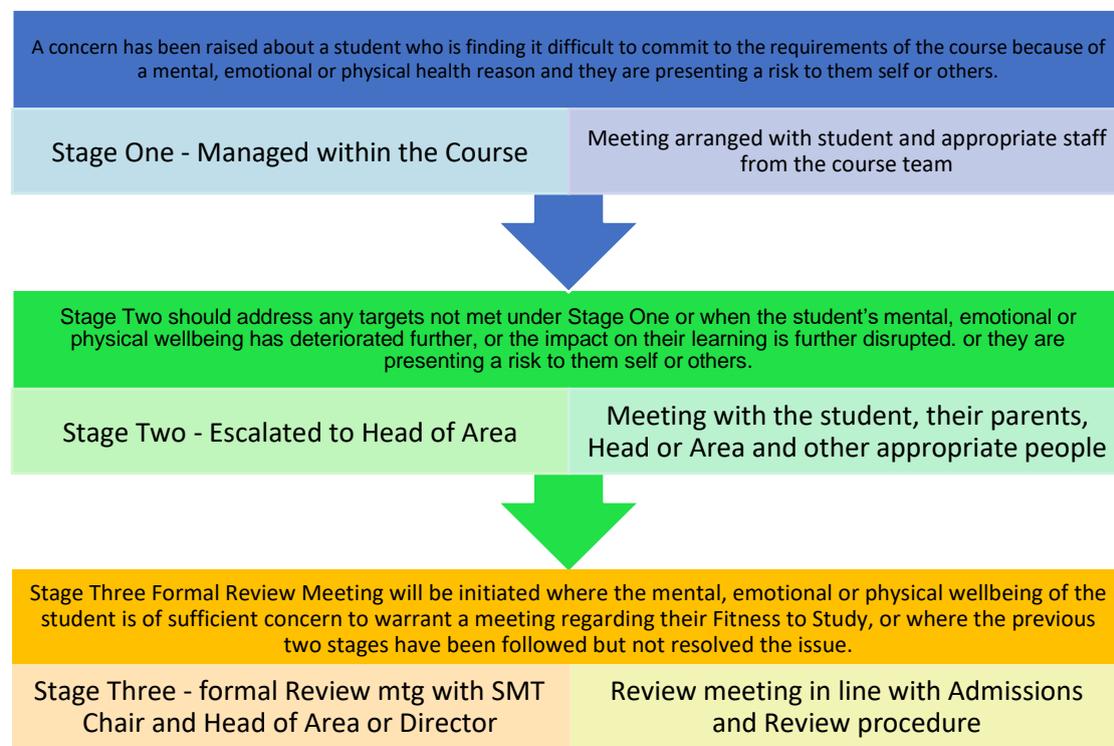
- 3.1 Stage Two should address targets not met under Stage One or when the student's mental, emotional or physical wellbeing has deteriorated further, or the impact on their learning is further disrupted.
- 3.2 Stage Two meetings should be chaired by the Head of Area and involve the student, members of their course team and the student's parents or guardians where the student is under 18. A representative from the Wellbeing Team and/or Curriculum Services can also be invited to the meeting if there are matters of support to discuss.
- 3.3 The purpose of a Stage Two meeting is to listen to the barriers that the student is facing and to discuss if further reasonable adjustments or support can be put in place to help the student become successful in their studies. Any plan put in place should have a review date and should be recorded on the student's eLLP and a copy given to the student.
- 3.4 Where it is clear either during the Stage Two meeting or at the review meeting that the student will struggle to meet the demands of the course or that their mental, emotional or physical health and safety health is deteriorating further, the process should move to Stage Three without delay.
- 3.5 Students who return to College following an attempt to die by suicide must have a Stage Two meeting at the earliest opportunity and within 7 days of returning to College, to ensure that we have the right information sharing and support in place.

### **4. How the Procedure works - Stage Three: Formal Review meeting**

- 4.1 The Stage Three Formal Review meeting falls within the formal Admissions and Review process and a Panel will be convened. A Review meeting will normally take place once the first two stages have been taken place and the Head of Area will attend. There are, however, certain situations whereby a Stage Three meeting can occur without going through the first two stages. This is where the student's mental, physical or emotional health is of sufficient serious and immediate concern as to elevate the process to a formal Review meeting.

- 4.2 A Review meeting will be chaired by a member of the Executive team and members of the panel will be the Head of Area of Director and an advocate for the student will be invited where possible based on their expertise or their relationship with the student. This person may be external to the College.
- 4.3 At the Review meeting the panel may consider various options including a break from study, part time study, study from home, a period of interruption or a recommendation for withdrawal or exclusion of the student.
- 4.4 For students studying a Higher Education course validated by the University of East Anglia (UEA), any decision to interrupt or withdraw a student from their studies would be taken in consultation with the UEA Academic Partnerships Office.
- 4.5 Appeals against the outcome of the decision of a Review meeting should be made in writing to the Executive Office who will review the case.

## 5. How the Stages of the procedure works – Process Flowchart



# Admissions and Review, incl. Fitness to Study procedure

