

FITNESS to STUDY POLICY

Mission Statement:

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

Policy updated:	April 2020
Approved by Board of Governors	July 2020
Next Date Review	June 2022

Before you join Notre Dame Catholic 6th Form College

During our Admissions Process we encourage students to disclose any physical, mental health or learning differences at any of the following stages: in the initial application; during interview and/or at enrolment. Any disclosure will not prejudice any decision about the any offers of a place at NDCSFC. Earlier disclosure allows the College to assess a student's needs and to put appropriate support and/ or any reasonable adjustments so the student is able to achieve their full potential.

It may appropriate that we seek further information from Health Professionals and other relevant agencies. These meetings will further enable the College to put an appropriate support package together and to aid a smooth transition into the College.

If a student has an Education, Health and Care Plan (EHCP) this will be reviewed by the Learning Support Department before the student starts at the College and further reviews will take place throughout the student's time at College. Consent will be sought to share the plan or parts of the plan with subject Teachers, Achievement Tutors, Examinations Dept. and other members of the College that would be involved in fulfilling the requirements of the plan.

Studying at Notre Dame Catholic 6th Form College

All students are made aware of the extensive support available to students during induction to the College and then throughout their time at the College. We will provide support to students whose needs commence after they have started their courses at NDCSFC as well as those with pre-existing conditions.

We recognise that some students may have periods of absence due to a Special Educational Need or disability. The Learning Support Department will review the support needs of all students with SEND in line with the College's SEND Policy.

If a crisis or emergency occurs whilst at College leading to serious concerns for a student's health or well-being, staff will judge and provide first aid if appropriate. Staff may also decide to call Emergency Services. In these cases, the College will seek to contact the parents/ carers as soon as is possible.

Notre Dame Catholic 6th Form College is an educational institution seeking to support all students to achieve their full potential. In order for the College to fulfil its aims it will endeavour to be honest about the limits of additional support that can be offered. As the College does not provide long distance learning there needs to be a minimum level of attendance across areas of the student's Study Programme in order to maintain academic progress. It is reasonable for subject teachers, and other connected staff, to be flexible on a temporary basis however, excessive long periods of non-attendance on College premises or consistent periods of non- attendance on College premises may make a student's studies untenable. If, after appropriate intervention has been offered, a student may fall behind with their studies (including coursework, deadlines, assessments and homework) to such a stage it is no longer viable for the student to catch up. The specific expectations regarding attendance and assessment will depend on the individual circumstances. The K code (for attendance recording/monitoring) will be used when absence is related to the illness.

If a student has missed a substantial period of time from College a reintegration plan may be put into place.

Fitness to Study

There may be occasions when a student's mental or physical health are so affected that it becomes untenable for them to sustain their studies despite the support put in place. Such occasions include:

- When the nature of a student's ill health requires support beyond the expertise or capacity what the College can reasonably offer.
- If a student's health presents a Health & Safety risk to either themselves or others which is unmanageable in the College's setting.
- If, due to the periods of absence, the student cannot be reasonably expected to complete their studies.

Procedure to assess Fitness to Study

Support Stage 1

Where possible, a meeting will take place with the student to make them aware of the College's concerns. The students will be offered the appropriate support available in College which may include referral to the counsellor, a study programme with Learning Support or other support from the Learning Support Department. This support will be explained and will be updated on the student's LLD1 form. Targets will be set, via CEDAR, in conjunction with all staff connected to the student's studies. An initial review date will be set at this stage, usually after 2 weeks.

Support Stage 2

If review targets have not been met parents/carers will be invited in with the student to discuss the resetting of targets. Usually a Senior Student, the Head of Learning Support or the Head of Students will be present at this meeting. Initial support will be reviewed and additional support will be put in place for the student. This support will be explained and will be updated on the student's updated LLD1 form. Targets will be set, via CEDAR, in conjunction with all staff connected to the student's studies. A second review date will be set at this stage, usually after 2 weeks.

Support Stage 3

A decision will be taken whether it is in the best interests of the student to move onto a Support Stage 3 or whether it is appropriate to advise the student that they are no longer fit enough to study at the College. A member of SLT (other than the Principal) or the Head of Students will be present at this stage. This decision will be taken by a member of SLT. If the outcome is withdrawal, the decision will be recorded in a letter sent to parents/carers and recorded on Cedar. The student will be offered support to explore alternative options from our Careers Department.

If this decision is taken, after consultation with the student, parents/carers and, if appropriate, external agencies such as medical professionals then the decision will be actioned and the student will be withdrawn from College. In some circumstances, the student may be offered a re-start in the new academic year. This restart will be subject to conditions including that the student is able to provide evidence that their health/situation has improved sufficiently so that they are able to resume their studies without further prolonged absence.

The student will have a right to appeal the decision to the Principal.

There may be occasions that the College is advised by medical professionals that it is not in the best interest of the student to remain at College. This advice will supersede College Policy.

Appeals

Appeals should be submitted in writing to the Principal, within 5 working days of receipt of confirmation of the decision to withdraw the student, setting out the reason(s) for the appeal.

An Appeal Hearing will be convened, usually within 5 working days after receiving the appeal letter.

The decision at the Appeal Hearing is final.