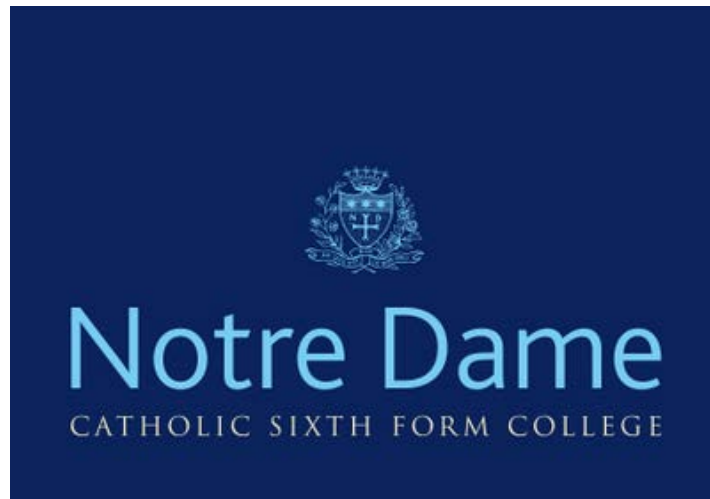


NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

**Fitness to Study Policy
2018-19**



Updated: March 2019

Next Review Due: March 2020

Responsible: AP (Students)

Approved by Corporation: March 2019

Fitness to Study Policy/ Procedure

Mission Statement

At Notre Dame Catholic Sixth Form College we are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. Our aim is to offer a 'World Class Catholic Education' by providing the best care, support and outcome for each individual student. As a Catholic College we make Christ known to all members of our extended community through the way we work and the way we act. The values of **faithfulness, humility, truth, forgiveness, tolerance, dignity, service and respect** are at the centre of our teaching and guidance.

Our Mission and Ethos

'At the centre of our ethos is the dignity and uniqueness of each person'

Notre Dame Catholic Sixth Form College provides full time education for its students. We endeavour to enable our students in accordance with our Christian values.

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 absence or consistent periods of absence 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 will 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 detailed in Wave 1 or 2. 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 the Head of Learning Support and the Pastoral Manager will be present at this meeting. Initial support will be reviewed and additional support will be put in place for the student. Available support is detailed in Wave 1, 2 or 3. 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. The Assistant Principal Students will be present at this stage. 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.