

## **INFORMATION FOR PARENTS**

### **STUDENTS WITH ADDITIONAL SUPPORT NEEDS**

Winstanley College is committed to meeting the educational needs of all students and having a disability, long term medical condition or learning difficulty means they will be given the support they need to help them achieve their learning potential.

#### **Pre-Enrolment**

Students considering applying to the college will be given the opportunity to discuss their requirements at open evening, admission interview and at enrolment through a confidential discussion with a member of the support team. Depending on need some students will be invited to an interview in the spring term to discuss the transition to college and what support may be needed whilst they are here (Appendix 1). During this meeting we will review any arrangements in place at high school and what reasonable adjustments the college may need to make, including access arrangements for examinations. Those with complex needs are encouraged to contact the college as early as possible to enquire about transition and support needs.

If a prospective student with a long term medical condition looks unlikely to meet the admissions requirements for college the same procedures apply as for any student asking for mitigating circumstances to be taken into consideration. Requests for special consideration should normally be accompanied by support from the applicant's school and be made in writing to the Vice Principal, Mel Chadwick. Appeals for special consideration will be heard by the Admissions Panel if received before GCSE results are published. Only in exceptional circumstances is the College able to hear appeals made after GCSE results have been published.

#### **Access Arrangements for Examinations**

Access arrangements which were in place for examinations at school do not carry over to college and we are required to re-apply to the examination boards. For further information on evidence required and what arrangements can be applied for please go to <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-2016-2017>

#### **Enrolment**

Once enrolled at college, with the students signed consent we will contact the high school and ask that they release any information relevant to the support required at college. Any information disclosed to the college will be treated in the strictest confidence and only shared with relevant members of staff to ensure necessary support is provided. In addition, students working with outside agencies such as CAMHS, specialist health nurses or other professionals are encouraged to gain supporting evidence to inform our discussions and ensure the additional support in place is appropriate. Any specialist equipment will be ordered for the student as and when needed following discussions with medical professionals and senior staff at the college.

## **Ongoing Support**

If at any point after induction personal tutors or subject tutors become aware of any additional support needs they will contact the relevant member of staff through the college referral system. Any medical conditions diagnosed whilst studying at the college will be seen by the Welfare Manager and arrangements put in place as necessary.

If a student needs to attend regular hospital or doctor's appointments they should notify their personal tutor and subject tutors beforehand and inform the attendance officer via the absence reporting system to ensure registers are marked correctly. In some cases, in particular mental health or counselling, appointments may be arranged to take place in college during a student's free time.

If the condition is well controlled under most circumstances no further action will be required. If the condition worsens and the student's absenteeism is concerning subject tutors and significantly affecting the student's progress, the Health, Wellbeing and Fitness to Study Procedure may be followed (Appendix 2.) This procedure aims to provide a framework to guide decision making in complex student welfare cases and set parameters for the minimum acceptable level of academic progress.

## **College Trips & Visits**

Students with long term medical conditions have the same rights to attend all college trips as any other student provided the nature of their condition would not put them or any other student at risk or would make the management of the trip untenable e.g. a student whose condition made it impossible for them to participate in the proposed activities of the trip. A full risk assessment would be carried out by the trip organiser to ensure all risks are identified and addressed. If necessary a case conference should be held between the parents, student, welfare manager and the trip organiser to discuss any potential problems a student might have on any particular trip. The final decision to allow a student to participate on a trip should be taken by a Senior Manager.

If you have any queries, or if you would like to arrange a visit to the college please contact one of our team:

### **Long term medical conditions, mobility difficulties or sensory impairments:**

Angela Gregory – 01695 633244 ext 1280

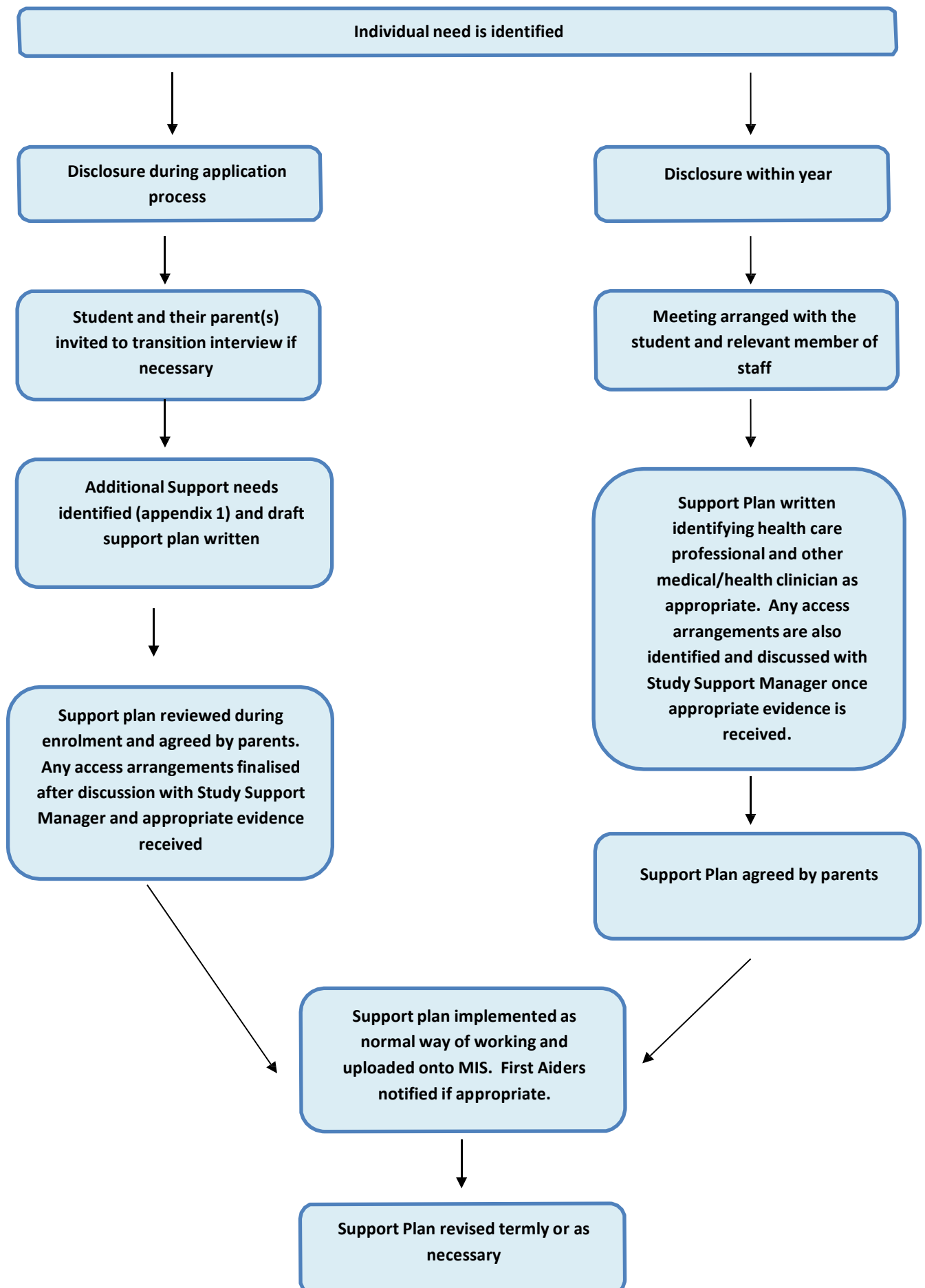
[angela.gregory@winstanley.ac.uk](mailto:angela.gregory@winstanley.ac.uk)

### **Dyslexia, dyspraxia or other learning difficulty**

Clare Walsh – 01695 633244 ext 1270

[Clare.walsh@winstanley.ac.uk](mailto:Clare.walsh@winstanley.ac.uk)

## Arrangements for Additional Support - the Process



**TRANSITION PLAN FROM HIGH SCHOOL**

DATE:

Name:	
Address:	
Tel:	Email:
High School:	
Appeals panel: yes/no	
Provisional choice of subjects:	
Current situation:	
<b>Specific support needs.</b>	
<b>Study Support information:</b> Have you received support or help with your learning, in addition to your lessons for example support for dyslexia, dyspraxia, extra time in exams or English as an additional language?	

**Medical Information:**

Is there anything that may affect your time at college eg epilepsy, diabetes, arthritis, asthma, hayfever, depression, anxiety, issues with identity, bowel disorders, severe food allergy or any other significant condition which you feel college should know about?

What support do you feel is needed for the transition to college?

Do you have any medical documents/statements to support your situation?

Parents comments:

# HEALTH, WELLBEING AND FITNESS TO STUDY PROCEDURE

## APRIL 2015



# HEALTH, WELLBEING AND FITNESS TO STUDY PROCEDURE

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# 1 Introduction – What is meant by Fitness to Study?

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Winstanley College is an educational establishment for full time students. We have a commitment to being a supportive institution in our mission statement and we are committed to treating our students equally and to constantly strive to make any reasonable adjustments. In so doing we fully comply with the Equality Act 2010. We recognise the importance of a student's health and wellbeing in relation to his/her academic progression and wider College experience.

The Health, Wellbeing and Fitness to Study Procedure is intended as a supportive procedure which can be used by staff when a student's health, wellbeing and/or behaviour is having a detrimental impact on their ability to progress academically and function at College or indeed that of other students. This procedure should be used for any student whose ability to cope with College life, to study or progress on their course is compromised as the result of their health, wellbeing or a disability. The purpose of this Policy and Procedure is to outline the steps that the College will follow when concerns are raised about the fitness to study of one of its students.

Actions taken under this Policy and Procedure are not of a disciplinary nature. If action is taken about a student who is not fit to study, it will be limited to that which is necessary to protect as far as possible the interests of members of the College and the student in question. Where a student's conduct is considered, taking into account all of the circumstances including any declared disability, to merit disciplinary action then the Disciplinary Policy will apply.

These procedures aim to provide:

- ✓ A framework to guide decision making in complex student welfare cases;
- ✓ A set of parameters for the minimum acceptable level of academic progress;
- ✓ A series of stages for reviewing a student's place at the College;

They have been developed to work in conjunction with other key College procedures and policies:

1. Safeguarding Policies and Procedures
2. Equality and Diversity Strategy
3. Health, Safety and Welfare Policy
4. Student Disciplinary Policy

## 2 Fitness to Study at Enrolment

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Students are encouraged to disclose any physical or mental health need as part of their application. This disclosure will in no way prejudice any decision about the application on the contrary; it is used to establish how best we can respond to the individual need and what reasonable adjustments can be made. Prior to enrolment there are three ways a student can disclose a need for additional support because of a health issue:

1. They can appeal for special consideration pre GCSE results
2. They can appeal for special consideration immediately post GCSE results
3. They can disclose an existing condition on the application form or at interview

### Appeals for special consideration

If a student feels that, as a result of health issues they have suffered during their schooling, they may not be able to reach the entry requirements of the College they must apply in writing to the Vice Principal and provide supporting evidence as listed below. On receipt of the letter (or email) the Vice Principal will convene a panel consisting of at least two other Senior Managers. They will then read the letter and the supporting evidence and make a decision; the student will normally be informed in writing within five working days after the meeting.



A pre-enrolment appeals meeting will require a formal letter and three or more from the following list:

- ✓ A medical note indicating the student's condition.
- ✓ A medical note indicating they will be fit to study come enrolment.
- ✓ A report/reference from the school/College they are currently studying at.
- ✓ Supporting evidence about the support they receive from other agencies eg CAMHS

The Appeals Panel will arrange a transition meeting following the acceptance of any revised offer.

### **3 Transition Arrangements**

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If an applicant discloses that they have had a complex or significant physical or mental health condition whilst they were at school and they think that this may continue to affect their studies at Winstanley then a transition meeting will be arranged. This meeting will be to ascertain what support is needed for the student whilst they are at College. As above, three or more of the following sources of information will be required to help the College and the student design appropriate support:

- ✓ A medical letter detailing the student's condition.
- ✓ A medical note stating they are fit to study – if possible.
- ✓ A reference from the school.
- ✓ Supporting evidence about the support they receive from other agencies E.G. CAMHS

At the meeting, the student and the College will agree an appropriate programme to be studied and any reasonable adjustments that the College will commit to making. These meetings will normally take place towards the end of June.

Any student who joins the College with an agreed support plan will have this reviewed on at least a monthly basis and consent will be sought to share relevant information with subject teachers and the Personal Tutor so that they can best make any reasonable adjustments. Without this consent, the College will be unable to commit to providing reasonable adjustments.

### **4 Support Offered by the College**

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If a student does not disclose a significant health condition on application, then it is unlikely that they will receive support until the condition becomes clear to a member of staff. Early disclosure of issues is therefore vital to allow the College to assess how best to accommodate students and also to avoid exacerbating the issue through a lack of knowledge on the part of staff.

The College will of course always seek to provide appropriate support to any student with ill health, whether the condition was pre-existing or commences during study at the College. Students are made aware of the extensive range of student services at the College both at induction and as part of the on going tutorial programme. All staff at the College have a duty of care to students and can be approached with any concern, however small and if they are unable to help in the first instance they will refer on to the appropriate member of staff. The main staff that would be consulted by students are:

- ✓ Personal Tutors
- ✓ Targeted Support Mentor
- ✓ Welfare Manager
- ✓ Senior Tutors
- ✓ Counselling team
- ✓ College Nurses (for sexual health)
- ✓ Safeguarding lead
- ✓ Study Support staff

Whether health conditions are disclosed before a student joins the College or whilst at College, there needs to be reasonable limits set to the support that can be offered. These include both the flexibility the College should show around academic progress e.g. attendance and meeting assessment expectations and the type, location and frequency of support needed for a student to remain at College. Clearly it is difficult to set non-negotiable

limits for academic progression and support and there needs to be judicious professional judgement in each case. Furthermore health conditions may be temporary or permanent, short or long term, stable or prone to remission. The following procedure aims to clarify the Fitness to Study Procedures applied by the College when reaching judgements.

The College has a robust academic monitoring system which applies to all students. The College has an effective pastoral system where a Personal Tutor acts as a student advocate. If a member of staff has concerns about a student they would report these concerns either via the RAG system or in communication with the Personal Tutor. A Personal Tutor may enlist the help of a Senior Tutor, make a referral to the College counselling service, liaise with the student's parents/guardians (amongst other support services) to help the student get support and back on track. However, if this does not help the student then a formal Fitness to Study Process will need to be evoked.

Bearing in mind these variables in general the College will use the following guidelines when considering whether a student is fit to study.

## **5 Fitness to Study Process**

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### **College Support Systems**

Each case needs to be considered on its merits, but it is clear that a minimum level of attendance needs to be maintained that will allow a student to realistically achieve. Academic success depends on engagement in classroom activity, so excessively long periods of complete absence (two weeks) or very poor attendance (less than 85%) will make a student's studies less tenable, this can be at individual subject level as well as across all subjects.

With regards to coursework and homework, if students fall significantly behind with their deadlines, despite extensions being offered, then there comes a point at which catching up is not viable. The specific expectations regarding attendance and assessment will be set in each case depending on the circumstances.

### **Fitness to Study Review**

If a student's attendance or level of work is affected by their health issues to a point where their progress is a cause for concern the Senior Tutor will arrange a meeting with the Welfare Manager or nominee (Targeted Support Mentor). They may ask the student for further information (if we don't already have this). On the basis of the evidence supplied the Welfare Manager may decide that:

1. No further action is required.
2. The College needs to make further reasonable adjustments to enable the student to continue with their study and will arrange for this to occur.
3. The matter is referred to a Fitness to Study Panel.

Where, in the Welfare Manager or nominee's judgement and on the evidence provided, the student's continuation on their programme presents an immediate danger to the health and safety of members of the College, the Welfare Manager or nominee may recommend to the Assistant Principal: Support for Students that the student's programme of study be suspended immediately, pending the Fitness to Study panel hearing. The Assistant Principal will present the evidence to the Principal and request that the student's programme of study be suspended for safeguarding reasons.

### **Fitness to Study Panel**

The Fitness to Study Panel will be chaired by the Assistant Principal: Support for Students and will consist of another Senior Manager, a Senior Tutor and the Welfare Manager. A record will be kept of the proceedings. The Panel will meet as soon as is reasonably practicable and no longer than five working days after a student's programme of study has been suspended to hear any case referred to it. Copies of any evidence to be considered by the Panel will be sent to the student at least three working days before the hearing; the student should also submit any evidence that they wish to present to the Panel three working days before the hearing.

The hearing will be held in private. During the hearing:

1. The student may be accompanied by a parent/guardian or their Personal Tutor
2. The reasons for the College's referral to a Panel, including any proposal to suspend the student's programme of study or permanently exclude the student, will be presented to the Panel by either the Welfare Manager or the Senior Tutor.
3. Questions will be asked of the student and the student and/or their representative may answer.

The Fitness to Study Panel may conclude that:

1. No further action is required
2. That the College should make reasonable adjustments to enable the student to continue their study and arrange to do so.
3. That the student is not fit to study at that time and should have their programme of study suspended, either for a fixed length of time or indefinitely.

After the hearing, the Panel will give its decision to the student and to the Senior Tutor/Welfare Manager either orally (in which case it will be confirmed in writing) or in writing within 5 working days.

NB Any Panel decision will be reviewed monthly by the Senior Tutor or when any new information arises, whichever is the sooner. Where the Senior Tutor is satisfied that the conditions that led to the student's programme of study being suspended have been alleviated, or that sufficient measures have been put into place to manage these conditions, the Senior Tutor will recommend that the suspension be revoked. It will need to be considered in light of how long the student has been off and the ability of the student to catch up. Conditions that are applied may include, but are not limited to, requiring the development of an Individual Student Support Agreement to support a student with a declared disability in returning to their study.

Where a suspension of a student's programme of study is applied for a fixed length of time then the student will be reinstated upon the conclusion of the suspension of the programme of study. Any request for a further period of suspension of the student's programme of study will need to be referred back to the Fitness to Study Panel by the Welfare Manager or Senior Tutor.

Where a suspension is indefinite then the Assistant Principal: Support for Students will decide when the student is fit to return to study. They may attach conditions to the reinstatement of the student, such as a requirement to provide medical evidence or to agree to a programme to permit the student to return to study.

## **Appeals**

A student may appeal against the decision of the Fitness to Study panel by appealing in writing to the Assistant Principal: Support for Students within 21 days of the written notification of the decision. Any appeal must be on the grounds that:

1. The correct procedures had not been followed.
2. The conclusions of the Senior Tutor, Welfare Manager or the Panel could not, given the evidence, be reasonably sustained.

Any appeal received on the above grounds will be referred to the Principal. If, in the Principal's judgement, the student establishes grounds that correct procedures had not been followed, or that the conclusions of the Panel could not, given the evidence, be reasonably sustained, then an appeal panel may be convened.

The appeal panel will be convened in accordance with the procedures outlined above (the same arrangements as the original Fitness to Study panel) with the exceptions that:

- The members and secretary of the Appeal Panel will not include the members or secretary for the original panel.
- The Principal's decision will be final.