

APPROPRIATENESS TO STUDY POLICY AND PROCEDURE

1. PURPOSE

Blackburn College is committed to supporting all students and recognises the importance of a student's health in respect of their academic progression.

This policy applies to all students and potential students who wish to study at Blackburn College.

Appropriateness to study relates to an individual's ability to engage safely and effectively, in relation to academic, social, enhancement and industry related activities.

Blackburn College will be active partners in the management and removal of any barriers to learning and where reasonable take appropriate actions to support the learning and academic achievement of all students.

The purpose of this document is to ensure:

- The best interests of the student are considered in relation to their personal situation, their health, wellbeing, and any disability they may experience.
- Students are supported to study to the best of their ability and wherever possible, are able to meet the requirements of their course.
- Students who are experiencing difficulties in respect of their health, wellbeing and/or Disability are supported to address their difficulties at the earliest possible point.
- Any reasonable adjustments that the student may be entitled to are considered and where appropriate put in place.
- All students have access a to fair and informed interview and admission process which clearly outlines the College offer (all sites) in terms of support services available.
- Students are risk to both themselves and others will be put on a learning break from college, if Head of School or Executive Team feel that is appropriate.

2. SCOPE

2.1 This policy is designed as a supportive framework which can be used by employees when a student/potential students health could potentially/or is having a detrimental impact on their ability to function at the College and there is evidence that their progress could or is being compromised as a result of their health or disability. This inability to function within the College environment may manifest itself as a health and safety risk in a curriculum area.

This policy should always be used in a sensitive manner and the colleague involved should ensure that the learner understands the focus is on their best interests.

2.2 There may be instances where appropriateness of study is called into question at either application, enrolment or, due to changes of circumstances, mid programme. In such cases a Current Appropriateness of Study Assessment will be completed by the Head of School, with support from the Director of Student Support and Experience.

Such instances may include:

- A student requires extra support to manage workload or college life.
- a student poses a risk to their own health, safety and / or well-being and / or that of others – planned learning break may be issued at this point.
- a student's behaviour is (or is at risk of) adversely affecting the learning, teaching and / or experience of other students.
- a student's behaviour is (or at risk of) adversely affecting the day-to-day activities of Blackburn College or industry partner.
- a student's support need falls outside the scope of the support services that Blackburn College can reasonably be expected to provide.

2.3 Where an **appropriateness** to study concern has been identified, Blackburn College may work in conjunction with a range of external partners in order to complete the assessment this may include, but is not limited to:

- Medical Agencies
- Mental Health Practitioners
- Youth Offending Teams
- Probationary Service
- The Police

2.4 The outcome of the Current Appropriateness to Study Assessment (CASA) (See Procedure) may be to recommend non-enrolment or reasonable adjustments to support continuation of study.

2.5 Where appropriate the student behaviour procedure may be employed to support the implementation of this Policy.

2.6 Where students are unable or unwilling to participate in any part of the CASA Blackburn College will continue to follow the procedure where it is appropriate and reasonable to do so.

2.7 A right of appeal to the Vice Principal - Curriculum and Quality follows the appeal process as outlined in the associated procedure.

3. ACCOUNTABILITY

3.1 The Executive Director of Student Support and Experience is responsible for ensuring this policy is accessible and regularly updated.

3.2 Heads of School are responsible for implementing the Current Appropriateness of Study Assessment.

3.3 The Executive Director of Student Support and Experience is responsible for approving the appropriateness of study decision.

3.4 The Vice Principal - Curriculum and Quality is responsible for approving the appeal decision.

4 STUDENT INVOLVEMENT

Students were consulted in the updating of this Policy through the elected Representatives of the Student Union.

5 RELATED POLICIES/PROCEDURES

- Special Educational Needs and Disabilities Policy
- Admissions Policy
- Student Safeguarding Policy
- Equity, Diversity and Inclusion Policy and Procedure
- Student Behaviour Policy and Procedure
- The Pledge
- Information Sharing Protocol
- Data Protection Policy
- Compliments and Complaints Procedure

6 MANAGEMENT RESPONSIBILITY

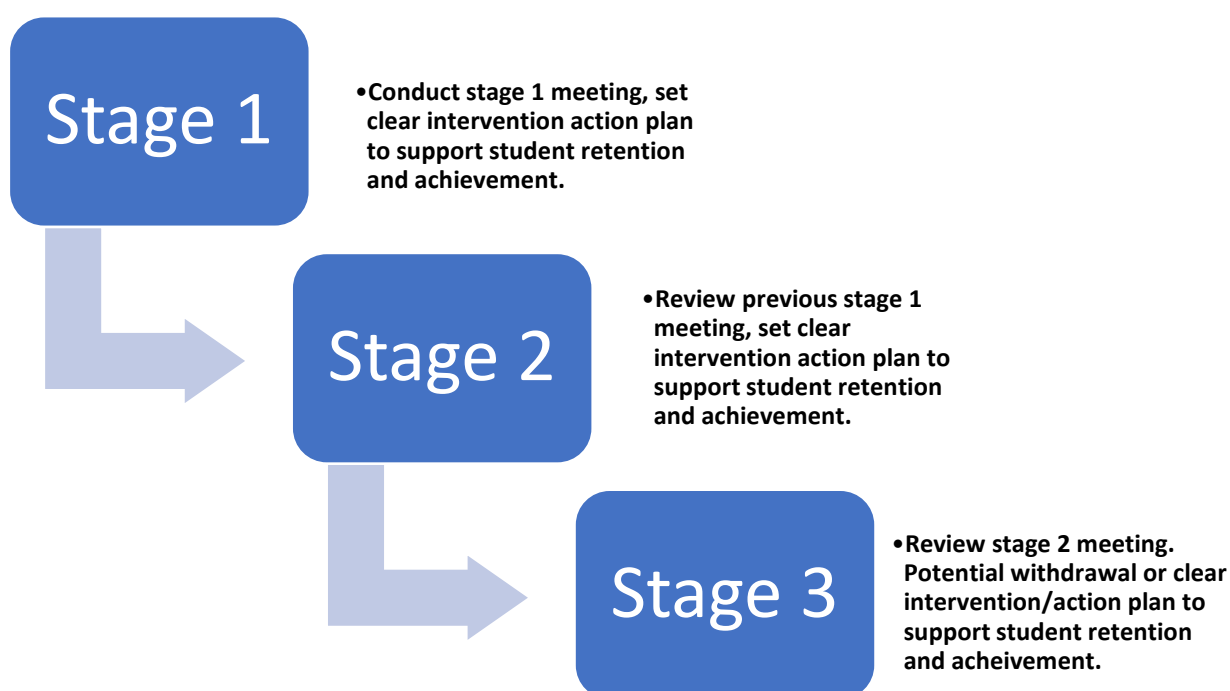
The management responsibility is with the Executive Director for Student Support and Experience.

7 EQUALITY IMPACT ASSESSMENT

Blackburn College is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010. Therefore, this policy has no adverse impact on any of the above protected groups.

Author:	<i>Executive Director for Student Support and Experience</i>
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Procedure – Current Appropriateness to Study Assessment



Stage 1

This stage should be instigated once there are emerging concerns raised that a student's health and/or wellbeing could/or is having an impact on their ability to enrol or progress on their course. Such concerns may include previous health issues, significant deterioration in health and wellbeing, appearance, attitude, attendance, the ability to meet deadlines or participate in normal College life.

This stage will normally follow a referral from a Safeguarding Pastoral Support Officer, Intervention and Achievement mentor, HE Academic Coach or Academic Tutor and should be discussed further in the departmental at-risk meetings.

The Personal Tutor will act as the lead person for the duration of Stage One as follows:

1. The Head of School will contact the student concerned in a sensitive manner and request that they attend a meeting as a result of concerns raised about their health and wellbeing in relation to their application or academic progress.
2. The Head of School will ensure that all relevant people attend the meeting; this may include Academic Coach, Student Pastoral Officer, Intervention and Achievement mentor, Course Tutor, Parent/Carer, and any representatives from external agencies.
3. The meeting should be recorded on ProMonitor and include consideration of the following points:
 - Identification and explanation of the concern being raised.
 - An opportunity for the student to explain their perspective of the concerns being raised.

- Clarification of the College's Student Code of Conduct and the student's responsibility in respect of this.
 - Consideration of any support that could be put in place to address the concerns raised including referral to any relevant external agencies.
 - Clarification of agreed actions to support the student and reduce the concerns.
 - An agreement on a review date.
 - An explanation that continuation of the same concerns would result in progressing to Stage 2 of the Appropriateness to Study Procedure.
4. If decision is made to **not enrol** student (due to evidence provided in this meeting) may be made at this stage – this must be recorded.

Stage 2

At the Stage 1 review meeting if the employee involved in monitoring the academic progress of the student are convinced that despite the actions agreed at the Stage 1 meeting there are still serious concerns about the student's ability to continue with their course a Stage 2 meeting will be requested through the Head of School. The Head of School will act as the lead person for the duration of Stage 2 as follows:

1. The Head of School will contact the student concerned in a sensitive manner and request that they attend a meeting as a result of concerns raised about their health and wellbeing in relation to their academic progress.
2. The Head of School will ensure that all relevant people attend the meeting; this may include Academic Coach, Student Pastoral Officer, Intervention and Achievement mentor, Course Tutor, Parent/Carer, and any representatives from external agencies.
3. The meeting should be recorded on ProMonitor and include consideration of the following points:
 - A review of the actions taken to date and an identification and explanation of the on- going concerns being raised.
 - An opportunity for the student to explain their perspective of the concerns being raised.
 - Clarification of the College's Student Code of Conduct and the student's responsibility in respect of this.
 - Consideration of any support that could be put in place to address the concerns raised including referral to any relevant external agencies.
 - Clarification of agreed actions to support the student and reduce the current concerns.
 - An agreement on a review date.
 - An explanation that if the continuation of the same concerns is still prevalent at the Stage 2 review meeting the Head of School would recommend progressing the case to Stage 3 of the Appropriateness to Study Procedure. The student should be informed that one of the possible outcomes of a Stage 3 meeting could be permanent exclusion from college.

Stage 3

A Stage 3 meeting will be called if there are still serious concerns about the student's appropriateness to study, and when the Head of School concludes that the College has exhausted all methods of support to try and resolve the concerns with the student. The Stage 3 meeting will be chaired by the Executive Director: Student Experience and Support and/or Vice Principal for Curriculum and Quality and be attended by the Head of School and as required Head of Inclusion, the student, and their representatives. The meeting will consider the following points:

1. A review of the actions taken thus far and a discussion around how these actions have not resulted in an improvement in the student's fitness to study or practise.
2. An opportunity for the student to explain their perspective of why the actions agreed at the Stage 2 meeting have not resulted in a significant improvement in the student's fitness to practise or study.
3. Clarification of the College's Student Code of Conduct and the student's responsibility in respect of this.

Once the Chair of the meeting is satisfied that all the relevant information has been discussed, the Chair will close the meeting and inform all attendees that a final decision will be taken and communicated to all parties within five working days as well as recording on ProMonitor. The final decision will either be:

- a) The withdrawal from qualification(s)
or
- b) An agreement that the student can continue their current programme of study subject to an agreed action plan.

Appeals

A student can appeal against the outcome of the decision made following the Stage 1 review meeting, Stage 2 review meeting or following a Stage 3 withdrawal decision.

Any appeal must be made in writing to the Vice Principal - Curriculum and Quality within five working days of the notification of the relevant decision.