

AWARD-WINNING EDUCATION

HOPWOOD HALL COLLEGE  
**Fitness to Study  
Policy**

**2025-2028**



## Policy Cover Sheet

Please fill in the following details:

Policy Name	Fitness to study policy and procedure
Version Number	V1.0
Policy Owner	Tracey Marrow
Release Date	September 2025
Policy valid for	3 years

Documents included:

Completed Checklist (below)	X
Policy text	X
Filled in EIA	X

Where should this policy be shared? All policies will be shared on the HUB.

The HUB	X
Net Consent	
Website	X

### Policy Checklist

Have you completed the following tasks:

Used the Microsoft Accessibility Checker	X
Used formatted headings	X
Used Arial 12pt font	X
Included numbered paragraphs	X
Included page numbers	X
Included alternative text for all images which accurately describe what's in the picture	NA
Checked for gender neutral language e.g. remove dinner ladies, workmen, he/she and replaced with servers, contractors, they.	X
Used the full phrase instead of the acronym at least the first time	X
Used the spelling and grammar check	X
Gained feedback from colleagues to ensure the policy is clear and accurate	X
Included any legal, social or organisational changes since the last policy review	X
Reviewed the connected policies to ensure they are still active	X
Filled in the change log	X
Listened to the policy using the accessible reader	X
Reviewed the policy flowchart	X
Informed the EDI Manager of upcoming policy deadlines	X

**Sign Off: To be filled in by the named person only**

	Name	Date
SLT	Greg Scully	31/07/2025
Corporation (if required)		
Trade Union		
EIA	Adam Carney	31/07/2025

## Change log

Version number	Changes description	Major changes? Y/N	Initiator	Rationale	Date of completion	New version number

## CONTENTS

1. INTRODUCTION .....	4
2. SCOPE .....	4
3. AIM .....	4
4. ROLES AND RESPONSIBILITIES .....	5
5. PROCEDURE.....	5
7. DOCUMENTS ASSOCIATED WITH THIS POLICY .....	7
8. APPENDIX .....	7

## 1. INTRODUCTION

- 1.1. Hopwood Hall College is committed to supporting students in maintaining the emotional and physical wellbeing necessary to fully engage in their studies and college life.
- 1.2. The college recognises its responsibility to ensure a positive learning environment for all students. While we are committed to supporting individual needs, it's important to acknowledge that a student's behaviour or health may sometimes affect the learning of others.
- 1.3. This policy outlines the framework for addressing concerns where a student's health or behaviour may impact on their ability to study or pose a risk to themselves or others.

## 2. SCOPE

- 2.1. This policy applies to all applicants and enrolled students—full-time, part-time, and work-based learners—throughout their time at the college.
- 2.2. It also includes those returning to study or whose enrolment was previously suspended under this policy.
- 2.3. It supports staff in responding to concerns about a student's health, wellbeing, or behaviour that may affect their academic engagement or the safety and wellbeing of others.

## 3. AIM

- 3.1. The aim of this policy is to ensure that all students are supported to participate fully in their studies, with reasonable adjustments where necessary.
- 3.2. It provides a structured approach to managing concerns about a student's fitness to study, while upholding the college's duty of care to all members of its community.

## 4. ROLES AND RESPONSIBILITIES

- 4.1. Head of Safeguarding (DSL) - Oversees policy implementation, gathers external information, ensures reasonable adjustments are explored, and communicates outcomes.
- 4.2. Head of Learning Support - Leads Education Health Care Plan (EHCP) processes and liaises with local authorities.
- 4.3. Deputy Designated Safeguarding Leads (DDSLs) - Support Curriculum Managers, liaise with external agencies, coordinate meetings, coordinate safety plans and communicate outcome to learner and Next of Kin.
- 4.4. Safeguarding and Wellbeing Mentors - Advocate for students and may assume DDSL duties where appropriate.
- 4.5. Curriculum Managers - Identify concerns, coordinate support meetings, and communicate outcomes with their curriculum teams.
- 4.6. Lecturers - Refer concerns promptly to Curriculum Managers and safeguarding teams.

## 5. PROCEDURE

### 5.1. Application Stage

- 5.1.1. Concerns identified via EHCP or disclosures are assessed by Safeguarding and Learning Support teams.
- 5.1.2. Relevant information—such as risk assessments, safety plans, and a chronology of incidents (including any police involvement or criminality)—will be gathered from relevant agencies to support decision-making. If this information is not shared, the College reserves the right to withdraw the offer.
- 5.1.3. Risk assessments and safety plans will be developed and implemented when it is determined that the college is able to meet the student's needs

5.1.4. Decisions on enrolment are made by two members of the Senior Leadership Team.

## **5.2. Enrolment Stage**

5.2.1. New concerns may pause enrolment pending further information.

5.2.2. DSL/DDSL or Learning Support assess risks and determine support needs (see 5.1.2)

5.2.3. Outcomes include enrolment with support, deferred enrolment, or refusal with appeal options.

## **5.3. Emerging Concerns During Study**

5.3.1. Where a student is struggling to meet the demands of their course due to mental health, emotional distress, or physical health concerns

5.3.1.1 where they may pose a risk to themselves or others

5.3.1.1 where the concern is impacting on other students and staff

5.3.2. Concerns may be raised by staff or students will trigger a meeting with the Curriculum Manager, a member of the Safeguarding team and a representative from Learning Support where relevant.

5.3.3. Support plans and targets are agreed upon and reviewed. In exceptional cases, where continuing on the course is not in the student's best interest, a temporary break from study may be considered the most supportive option.

5.3.4. If concerns persist, a Formal Hearing may be convened under the Positive Behaviour Support Policy.

5.3.5. Where we determine that we cannot safely meet the needs of the student and/or uphold the safety of the wider college community, the matter will be escalated to the Senior Leadership Team for final review. A definitive decision will then be made regarding the students' suitability to continue.

#### **5.4. External Support Staff Requests (see appendix 8.1)**

5.4.1. Requests are reviewed for suitability and compliance with safeguarding standards.

5.4.2. External staff must meet DBS and training requirements and adhere to college policies.

### **6. MONITORING AND EVALUATION**

6.1. The policy is reviewed regularly by Vice Principals, the Executive Director for People, Culture and Wellbeing, and the Head of Safeguarding to ensure effective implementation and impact.

### **7. DOCUMENTS ASSOCIATED WITH THIS POLICY**

7.1. Safeguarding and Child Protection Policy 2025–26

7.2. Positive Behaviour Support Policy 2024–26

7.3. Retention Policy 2025–65

7.4. Attendance Policy 2024–26

7.5. EDI Policy

7.6. Looked After Child and Care Leavers Policy

7.7. Learning Support Policy 2024–27

### **8. APPENDIX**

#### **8.1. STUDENTS REQUESTING EXTERNAL SUPPORT STAFF**

8.1.1. In a small minority of cases students may request that an external support worker to support them in college. This is outside of the EHCP process.

8.1.2. To maintain consistency within the classroom environment this will be limited to a maximum of two support staff, with only one supporting at any one time. Health and Safety regulations and classroom capacity will

be considered, and we reserve the right to withdraw the offer if professional standards and guidelines are not adhered to.

- 8.1.3. In all cases the following guidelines must be adhered to. The college reserves the right to terminate the agreement if any of these are not met.
- 8.1.4. The procedure at Section 5 must be satisfied in the first instance and a place at college agreed.
- 8.1.5. The department engaging the external support must provide the following information to the HR Admin team in advance of the person being on site:
  - 8.1.5.1. Name, employer, role, dates on site (this is required for the SCR)
  - 8.1.5.2. Arrange for the employer to send a letter of assurance confirming that all safeguarding checks up to the standard required in education have been done, including details of their DBS check (enhanced and if regulated barred list).
- 8.1.6. External Support staff are required to:
  - 8.1.6.1. Complete a Single Record of Information (SRI) form. Produce an Enhanced DBS Certificate (even if on the DBS Update service) and photo ID. This will be viewed and agreed to by HR.
  - 8.1.6.2. Produce evidence of up-to-date Safeguarding Training (within last 2 years)
  - 8.1.6.3. Read, understand and agree to the college's Professional Guidelines. (Staff code of Conduct) and the Safeguarding and Child Protection Policy
  - 8.1.6.4. Display at all times the appropriate form of Identification (i.e. a white lanyard and ID card). any extra information that might be useful for people to have in conjunction with this policy such as datasets, glossaries, external resources, forms to be completed.