



FIT TO STUDY POLICY

Policy Title:	Fit to Study Policy
Issue Date (mm/yyyy):	11/2022
Author(s):	Director of Student Services, Safeguarding & Support
Approved by:	Senior Management Team
Review date:	11/2023
Related Policies and Procedures:	Medical Needs / Assistance Policy Admissions Policy and Guidance Student Behaviour and Admissions Panel procedures Personal Risk Assessment Policy



Equality Impact Assessment Tool

Name of Policy: **Fit to Study Policy**

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	N	

lessP ² aumor

Fit to Study Policy

1 Background

Suffolk New College is committed to supporting learners and recognises the importance of a learner's health and wellbeing in relation to their studies and wider college experience whilst ensuring the health, safety and wellbeing of others in the College environment. Suffolk New College needs to be able to meet the medical and support needs of learners and where it is possible reasonable adjustments will be made. This policy applies in situations where information, declarations and previous experience of a learner requires them to be assessed for their fitness to study on their chosen study programme. The procedures for that assessment are included in this policy. This policy can also be read in conjunction with the College's Admissions Policy which explains the typical admissions procedures for learners.

This Policy applies to all college learners whether full-time or part-time and both current learners and potential learners who have applied. The term learner applies in both situations as set out in this policy. To be 'fit to study'

them to have difficulty making adjustments of a reasonable nature that may indicate a need to address an underlying mental health issue. For example, if they have demonstrated mood swings; shown signs of depression; become withdrawn; are physically harming themselves.

The learner exhibits behaviour which would otherwise be dealt with as a disciplinary matter, but which it is considered may be the result of an underlying physical or mental health issue.

The learner's academic performance, personal or physical behaviour is not acceptable and this is thought to be the result of an underlying physical or mental health issue.

The learner has refused professional medical intervention despite a diagnosed need or is ignoring advice and notifications to their lifestyle which impacts on their ability to meet the requirements of their study programme.

They are failing to take their medication.

Where the learner's health and wellbeing requires a disproportionate amount of support from the College, which the College will struggle to meet without it resulting in a negative impact on both staff and other learners.

Where a learner is pregnant they should inform their tutor or Head of

The Head of Area will attempt to resolve the matter through discussions with

the nature and extent of any medical condition from which the learner may be suffering;

their prognosis and information on any triggers and typical behaviour expected;

assessment of the extent to which it may affect his/her fitness to study and manage the demands of learning and the Study Programme;

any impact it may have or risk it may pose to others;

whether any additional steps should be taken by the College in light of the medical condition to enable the learner to study effectively;

whether the learner will be receiving any ongoing medical treatment or support;

whether the medical needs will impact on other learners and college staff and whether that impact is reasonable. See the Reasonable Adjustment section of this Policy;

where a diagnosis has not yet been made, whether there is sufficient knowledge available to advise the College in the absence of knowing

That no further action is required.

To formally monitor the learner's progress for a specified period of time when their studies commence. In this case an action plan will be agreed (to be overseen by the Director of Curriculum Area) outlining any steps which the learner will need to tak-6.01196(e)-6.01196(d(t)7.0048(a)-6.011

Any Personal Risk Assessments which identify risks with a learner which the College cannot mitigate will be automatically considered under Stage 2 of this Policy which is presentation of the case to the College's Student Admissions and Behaviour Panel.

8 Reasonable Adjustments

The College is willing to consider any adjustments which can be reasonably made which will assist a learner with their studies. Suggestions of adjustments may be put forward by the learner, their parent/carer/next of kin, an appropriate external body or a member of college staff. These may also be identified as part of the Personal Risk Assessment or Panel process. Any adjustments put forward will be assessed by the Head/Director if at Stage 1, or by the Panel at Stage 2.

The Head/Director will seek further clarification on the suggestions if required and may need to liaise with the learner directly. Where possible adjustments will be made however the College reserves the right to reject requested

Appendix A

Process:

Stage 1 (current learners only)



APPENDIX B

Medical Self-Declaration Form

Fit to Study Policy

The College is committed to supporting both current and prospective learners to achieve their full Study Programme. As part of our Fit to Study Policy we require all learners, except those with an EHCP, to complete this self-declaration form so that the College is informed of any health, well-being and medical issues which may impact on their studies.

Any information provided on this form will be treated confidentially.

Name:	Name of Parent/Carer/Next of kin if under 18:
Address:	Address:
Date of Birth:	Phone number:

Details of any reasonable adjustments you would like the College to consider.

I certify that the information I have provided on this form related to my current medical condition is accurate and that I have not intentionally withheld any information. I understand if further information later becomes known, which I have failed to declare, then the College will refer my case to the College's Student Admissions and Behaviour Panel for evaluation.

I understand that I need to keep the College informed of any change in my health and wellbeing, including the status of any medical conditions, and that as a learner of the College I must keep my Tutor or Head of Curriculum Area up to date on any health matters so that a view can be taken regarding whether these will impact on my ability to complete my chosen Study Programme or impact on others in the College, and also so the College can put support in place as required.

Signed: Date:

This form needs to be returned to the College as part of the Induction process. It should be passed confidentially when you return your completed Learning Agreement/Enrolment Form. It will be kept confidential.

For office use only:

Received by Funding & Performance (date):

Any relevant information passed to Student Support (date):.....

Any relevant information updated on internal systems (date):

Form passed confidentially to Student Admissions and Behaviour Panel Clerk

Appendix C

Describe the risks associated with this learner commencing or completing their chosen Study Programme

(attach a copy of any Personal Risk Assessments previously completed)

Summarise any actions already taken in relation to this learner and any impact as a result of these actions. Please include details, if available on how the learner has responded to the actions determined.

Signed (Staff):

Date:

A completed copy of this form should be sent to the Executive Assistant to the Deputy Principal, in their capacity as clerk to Panel.

Director to contact Funding & Performance with name/EBS details so that a flag can be put

APPENDIX D

PERSONAL RISK ASSESSMENT

Name of individual being assessed:

Name of Director

Date of assessment:

1. Identify the medical condition/disability/issue being assessed:

2. Describe the risk(s) that have been highlighted (refer to the checklist Appendix B for guidance)

a) History

b) Current situation

3. List the hazards or the situations that will have an impact in your working or learning environment, i.e. workshop, classroom, office, other activities

4. What are the hazards?

5. Who is at risk?

6. What measures are in place?

7. If risk is realised how severe is the likely outcome?
Minor () Moderate () Severe ()

8. How likely is it to happen
Very likely () Likely () Possible () Unlikely ()

APPENDIX B

Guidance for Section 2

History

1. Has the risk been realised before? Y/N
2. If YES give details: How often, when and where?
3. What was the outcome?
4. What was the impact on others?
5. What support, if any, have you had previously to manage this risk?

Current Situation

1. Are you on medication/treatment/support? Give details.
2. How could your condition/disability/issue limit your activities?
3. Are there any triggers?