Futureworks

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Futureworks

# Fitness to Study Policy and Procedure

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## 1. Introduction

1.1 Futureworks recognises the importance of the health and wellbeing of our students in relation to their academic progress and student experience. Students are expected to take a proactive part in the process, by managing their own health and wellbeing, and engaging with the support and advice offered to them. However, it is also recognised that students may encounter severe difficulties, which may affect their ability to engage with or continue their studies.

1.2 The student's wellbeing is at the forefront of this Policy and Procedure, which aims to be fair and open, with the intention of supporting and encouraging the student to achieve their full potential, thus limiting the negative impact of any difficulties they may experience.

1.3 For support and advice in relation to this Policy and student wellbeing please contact Student Services by email at student.services@futureworks.ac.uk, by telephone on 0161 214 4610, or in person at the Student Advice Centre (3rd Floor). You can also visit our website here to find out more about the support we provide.

## 2. Scope and Purpose

2.1 The Fitness to Study Policy and Procedure may be applied where a member of staff has concerns about the health or wellbeing of any Futureworks student. Concerns should be acted upon promptly, as early intervention and support can result in a more positive outcome for the student and may help to prevent a situation from escalating. It also enables the student to be supported at the earliest opportunity.

2.2 The Procedure is usually applied in relation to concerns that arise on Futureworks' premises, or whilst the student is engaged in a Futureworks activity off premises. Incidents occurring outside of Futureworks which raise concerns about fitness to study and where it is considered necessary to protect the safety, interests and reputation of Futureworks, may also be considered.

2.3 Futureworks will always consider the best interests of the student, as well as recognising our responsibilities to the Futureworks community as a whole and, as such, the Fitness to Study Procedure will help staff to support a student who may be experiencing difficulties as a result of their health and wellbeing.

2.4 The Procedure should be considered as an alternative to other means of managing concern about academic conduct or progress (for example, disciplinary procedures), where there is sufficient concern that a student's behaviour, attendance or academic progress could be the result of mental or physical ill health, or disability, or have an impact on the health and safety of other people and the student is not engaging appropriately with support.

2.5 It is essential that the student is kept fully informed about any concerns which have been raised by staff, so the student is able to make informed decisions regarding the options available to them. The student should be made aware of when the Fitness to Study Procedure is being invoked along with the outcomes of any meetings.

## 3. When to invoke the Fitness to Study Procedure

3.1 Instances may arise in which Futureworks has concerns that:

3.1.1 A student poses a risk to their own health, safety and/or wellbeing or to others in the Futureworks community

3.1.2 A student's behaviour is detrimental (or at risk of being detrimental) to their learning experience or the learning experience of other Futureworks students

3.1.3 A student's behaviour is detrimental (or at risk of being detrimental) to the day-to-day operation of Futureworks

3.1.4 A student's support needs fall outside the scope of the support that Futureworks can reasonably provide

3.1.5 A student's health/wellbeing is continuing to have a detrimental effect on their ability to complete their programme of study, despite the steps already taken by Futureworks to support them.

3.1.6 Extenuating Circumstances are on-going and have resulted in multiple applications for extensions to submission deadlines.

3.1.7 Financial issues are on-going and have resulted in multiple applications for financial support.

3.2 Futureworks may also invoke the student disciplinary procedure (see Regulations for the Conduct of Students) where a student's behaviour poses a risk of harm to themselves, or others, or where a student does not engage positively with supportive interventions.

## 4. Who is able to initiate the Fitness to Study Procedure

4.1 The Personal Tutor or Programme Leader is able to initiate Stage 1 of the Procedure, whereas It is only the Head of Student Services or delegated authority who is able to initiate Stage 2.

4.2 If any staff member has a severe or persistent concern about a student, they should contact the Head of Student Services (or delegated authority) to discuss their concerns. It will then be decided whether the concern is serious enough to go straight to Stage 2 of the Procedure or can be dealt with by the Personal Tutor or a Student Services support meeting at Stage 1.

## 5. Early resolution

5.1 Futureworks is committed to identifying and addressing concerns about a student's health, wellbeing, or capacity to engage with their studies at the earliest possible stage, wherever appropriate.

5.2 Early resolution enables proportionate, supportive interventions to be implemented before issues escalate, reducing the need for formal procedures and minimising disruption to the student's academic progress.

5.3 Through timely communication and the provision of appropriate support or additional reasonable adjustments, early resolution promotes positive outcomes for students while maintaining a safe, inclusive, and supportive learning environment for the wider Futureworks community.

5.4 For support and advice in relation to student wellbeing, students and staff can contact Student Services by email at student.services@futureworks.ac.uk, by telephone on 0161 214 4610, or in person at the Student Advice Centre (3rd Floor). You can also visit our website here to find out more about the support we provide.

## 6. Fitness to Study Procedure

6.1 The Fitness to Study Procedure includes 3 stages. Stage 1 is the early support stage for initial concerns about a student's wellbeing, which need to be monitored by the Personal Tutor. Stage 2 is for continuous or serious concerns which require a Case Conference to be convened and Stage 3 is to review a student's progress against any actions or conditions set at Stage 2.

6.2 Staff are encouraged to note any problems about which they are concerned and to seek advice from the Head of Student Services and the student's Personal Tutor as to whether these constitute grounds for the Fitness to Study Procedure to be enacted.

## 7. Stage 1: Initial Concerns (Early Support Stage)

7.1 Identification of Concerns

7.1.1 Concerns at this stage are typically **emerging or low-level**, such as:

- Noticeable decline in, or barriers to academic engagement or attendance
- Changes in behaviour, mood, or interaction
- Minor wellbeing concerns
- Early signs of difficulty coping with study

7.1.2 If a staff member is unsure whether a concern should be raised, they should first seek advice from Student Services.

7.2 Raising a Concern

7.2.1 Concerns should be raised by informing the student's Personal Tutor or Programme Leader directly, or emailing the support@futureworks.ac.uk.

7.2.2 All concerns should be recorded appropriately on the student record system by the Personal Tutor, Programme Leader, or Student Services to ensure continuity of support.

7.3 Personal Tutor Intervention

7.3.1 The Personal Tutor will arrange a meeting with the student to:

- Discuss the concern in a supportive and non-judgemental manner
- Explore the student's perspective and any underlying issues
- Explain the Fitness to Study Procedure

- Identify support needs and possible interventions

7.4 Support Actions at Stage 1

7.4.1 Actions may include:

- Informal support strategies
- Signposting to Student Services or external support
- Reasonable adjustments (where appropriate)
- Agreement of informal goals or expectations.

7.5 Monitoring and Review

7.5.1 Progress will be monitored by the Personal Tutor

7.5.2 Follow-up meetings may be arranged.

7.5.3 Notes should be recorded on the student record system.

7.6 Outcomes of Stage 1

7.6.1 Concerns resolved - No further action; procedure ends

7.6.2 Partial improvement - Continued monitoring at Stage 1

7.6.3 No improvement / escalation of risk - Move to Stage 2

## 8. Stage 2: Continuous or Serious Concerns (Formal Stage)

8.1 Criteria for Escalation

8.1.1 A student will enter Stage 2 where:

- Concerns persist despite Stage 1 support
- The student disengages from support
- There is a **significant risk** to:
  - Their own health, safety, or wellbeing
  - Other students or staff
  - Their academic progress

8.1.2 Examples include:

- Ongoing mental or physical health difficulties significantly impacting study
- Behaviour causing concern for safety or wellbeing
- Repeated failure to engage with agreed support

8.2 Escalating a Concern

8.2.1 If the student meets the above criteria for escalation the student's Personal Tutor (or other member of staff) should escalate their concerns to the Head of Student Services (or delegated authority) in writing.

8.2.2 All concerns will be recorded appropriately on the student record system to ensure continuity of support.

8.3 Case Conference

8.3.1 If the Head of Student Services (or delegated authority) judges that the case meets the criteria for Stage 2 they will convene a **Case Conference** to formally review the situation.

8.4 Purpose of the Case Conference

8.4.1 To establish the full circumstances

8.4.2 To assess risk and impact

8.4.3 To identify appropriate and proportionate outcomes

8.4.4 To explore all reasonable options to support continuation of study

8.5 Panel Composition

8.5.1 Head of Student Services (or nominee)

8.5.2 Vice Principal (or nominee)

8.5.3 Programme Leader

8.5.4 Secretary (minute-taker)

8.5.5 Additional attendees (e.g. Student Services staff, medical professionals, external advisors) where appropriate

8.6 Student Notification and Rights

8.6.1 Students will be given a minimum of five working days' written notice ahead of a Case Conference. This will include an explanation of the concerns, the procedure of the meeting, the possible outcomes and the recommendation to seek support and guidance from Student Services.

8.6.2 Students have the right to be accompanied by a person of their choosing for support purposes, to present evidence in the meeting and to request any necessary reasonable adjustments for the meeting.

8.6.3 Examples of reasonable adjustments would be remote participation, a submission of written representation or a representative to attend on behalf of

the student. If a representative will be attending the student must notify the Head of Student Services no later than 24 hours before the meeting.

8.7 Case Conference Meeting

8.7.1 The meeting should be chaired by the Head of Student Services and conducted in a formal way, but still with an emphasis on supporting the student, and should follow the structure below:

- Explanation that the student has now entered the Stage 2 of the Fitness to Study Procedure;
- Confirmation of the concerns which have led to the Procedure being invoked;
- Explanation of possible outcomes (see section 8.9);
- Discussion about how the student perceives the problem and impact on their studies, as well as any evidence they wish to present;
- Decision as to which outcome is most appropriate;
- Agreement of a review date; and
- Explanation of the appeals procedure (see section 9.17).

8.8 After the meeting

8.8.1 Minutes of the meeting will be saved on the student record system along with any other relevant documents. The student will be sent an email within 5 working days of the meeting, which will clearly state the outcome of the Case Conference, the reasons for the decision made and the agreed review date.

8.8.2 The email will include a list and explanation of the evidence required in order for the student to be permitted to continue their studies with any stipulated conditions and it will explain the repercussions should concerns continue or escalate. It will also reiterate their option of a voluntary interruption if they did not opt for this.

8.9 Outcomes

8.9.1 Possible outcomes of the Case Conference include:

- Action plan.
- Voluntary interruption of studies.
- Interruption of studies
- Any other action considered to be appropriate and proportionate.
- No further action required.

- Withdrawal of student from Futureworks.
- Cancellation of student sponsorship (where relevant for international students)

8.10 Action plan

8.10.1 The action plan will be drawn up within the meeting and must be agreed to and signed by the student. The action plan must be a structured, time-bound support plan, including specific actions and expectations.

8.11 Voluntary interruption of studies

8.11.1 If a student decides to voluntarily interrupt their studies, the Programme Leader will be consulted about the most suitable point in the academic year that the student may be re-admitted and this will be agreed with the student.

8.12 Interruption of Studies

8.12.1 If a Case Conference Panel concludes that the student should interrupt their studies and the student refuses to do this voluntarily the Panel can impose an interruption of up to 12 months (see Withdrawal and Interruption of Studies Policy). The Programme Leader will be consulted about the most suitable point in the academic year that the student may be re-admitted.

8.13 Any other action

8.13.1 Any other actions considered by the Case Conference panel to be appropriate and proportionate, should be made clear to the student. These may include enhanced support arrangements, reasonable adjustments, temporary and/or time-specific restrictions on activities and/or facilities, and limitations on contact with named individuals.

8.13.2 Actions could also include referral to a different Futureworks procedure, such as Safeguarding Procedure, Harassment and Sexual Misconduct Procedure, or the student disciplinary procedure in Futureworks' Regulations for the Conduct of Students.

8.14 No further action required

8.14.1 Should no further action be required the Procedure will be completed at this stage.

8.15 Withdrawal of student from Futureworks

8.15.1 The decision to withdraw a student should only be made after consideration has been given to all other possible outcomes and it is deemed to be in the student's best interests, or in the best interests of the Futureworks community.

8.15.2 Where possible, the student will be informed of this in person prior to receiving the outcome in writing.

8.15.3 It should be noted that withdrawal of a student in this case is not a disciplinary action.

8.15.4 Should the student wish to apply or re-join a programme at Futureworks in the future, the student must demonstrate that there have been improvements relating to the original concerns. If the withdrawal was as a consequence of serious physical or mental health difficulties, medical evidence would be required (see section 11). On acceptance of this evidence, an application will be considered without prejudice.

8.16 Cancellation of student sponsorship

8.16.1 The decision to cancel student sponsorship for an International student will only be made after the decision to withdraw a student has been confirmed.

8.16.2 When the student is informed of the decision that they will be withdrawn, they must also be informed of the ramifications to their student sponsorship.

8.16.3 As the student will need to make arrangements to travel home after withdrawal, their emergency contact will be made aware of the situation and Futureworks will provide support to the family wherever possible.

8.16.4 It should be noted that withdrawal of student sponsorship in this case is not a disciplinary action. Should the student wish to apply or re-join a programme at Futureworks in the future, the student must provide satisfactory evidence to confirm that the original concerns have been overcome or are under control. On acceptance of this evidence, an application for student sponsorship will be considered without prejudice.

## 9. Appeals

9.1.1 Any decision made by the Case Conference Panel sits under this Fitness to Study Procedure and is not subject to the Academic Appeals Regulations.

9.1.2 You can appeal against the outcome applied at either Stage 2 or Stage 3 of this Procedure, with the exception that you cannot appeal a decision to refer the matter from Stage 1 to Stage 2.

9.1.3 The student may appeal against the outcome of the Case Conference in writing, within 14 calendar days of receiving notification of any decision made. You can do

this by emailing the Principal at rob.magoolagan@futureworks.ac.uk. The student will receive an acknowledgement of their appeal within 5 calendar days.

9.1.4 The appeal will be reviewed and a response will be given to the student within 14 calendar days of receiving the appeal.

9.1.5 If you submit your appeal more than 14 calendar days after you receive notification of the decision you are appealing and you have not provided a good reason for your late request your appeal will not be considered.

9.1.6 Grounds of appeal

- Procedural irregularity e.g. the Panel failed to follow the Procedure or relevant evidence was ignored
- New evidence e.g. evidence that could not have reasonably been provided earlier becomes available after the meeting
- Disproportionate or unreasonable outcome e.g. support measures were not properly considered before a decision to withdraw the student was made

9.1.7 Possible outcomes:

- Appeal not upheld – the appeal is dismissed and the original decision will stand
- Appeal upheld – new Case Conference meeting to be convened with new Panel members

9.1.8 Once your appeal has been considered, if not upheld, this decision is final and a Completion of Procedures letter will be issued so that you can request an independent review of the outcome.

9.1.9 Our appeal decision is final and there are no further appeal stages within Futureworks. If you wish to request an independent review of our final decision, you should contact the Office of the Independent Adjudicator (OIA) within 12 months of the date of the completion of procedures letter. You can find out more about how to have your case reviewed by the OIA here.

**10. Stage 3 – Review**

10.1 On the review date agreed at the Stage 2 meeting a Case Review will be conducted by the Case Conference Panel.

10.2 The student will be invited, in writing, to the review meeting, which will be conducted in line with sections 8.5-6. The student will be sent an email within 5 working

days of the meeting, which will clearly state the outcome of the Case Review and the reasons for the decision made.

10.3 Review of Action Plan

10.3.1 If the outcome of the Stage 2 Case Conference was an action plan the purpose of the Case Review will be to review the student's progress against the plan.

10.3.2 The Case Review meeting should be conducted in an informal way, with an emphasis on supporting the student, and should follow the structure below:

- Review of the action plan.
- Scrutiny of any supporting evidence (see section 11).
- Discussion of the progression which has been made by the student.
- Where the student now sits within the Fitness to Study Procedure

10.3.3 If the student has engaged with the action plan, met agreed actions within the time frame and demonstrated improved academic engagement they will move down to Stage 1 of this Procedure and continue to be monitored by their Personal Tutor.

10.3.4 If the student demonstrates partial engagement with the action plan but has not complete some agreed actions within the time frame the action plan may be extended or adjusted and a new review date set. In this case the student would stay at Stage 2.

10.3.5 If the student fails to engage with the plan and/or shows worsening behaviour or wellbeing this may trigger a new Case Conference and/or escalation to a more serious Level 2 outcome, such as an interruption of studies.

10.4 Voluntary Interruption of Studies

10.4.1 If the outcome of the Stage 2 Case Conference was a voluntary interruption of study the purpose of the Case Review will be to review the student's fitness to return to study.

10.4.2 The Case Review meeting should be conducted in an informal way, with an emphasis on supporting the student, and should follow the structure below:

- Discussion of the progress which has been made by the student.
- Scrutiny of any supporting evidence (see section 11).
- Where the student now sits within the Fitness to Study Procedure

10.4.3 If the student is able to provide satisfactory evidence (see section 11) and can demonstrate that concerns are resolved or well-managed they will be re-admitted at the agreed point in the academic year. They will move down to Stage 1 of this Procedure and continue to be monitored by their Personal Tutor.

10.4.4 If the student provides some evidence but this is insufficient the student will be asked to extend their interruption to study. Further evidence will be requested and a new review date set. In this case the student would stay at Stage 2. Support and guidance will be provided by Student Services.

10.4.5 If the student fails to provide evidence and/or continues to present significant concerns interruption may be requested up to a maximum period of 12 months.

10.4.6 If the student refuses to extend their voluntary interruption on request they may be moved to an imposed interruption of studies until they can provide satisfactory evidence for their re-admittance. If the student fails to provide this evidence or engage with the process this may lead to Futureworks to withdraw them from their programme.

10.5 Interruption of Studies

10.5.1 If the outcome of the Stage 2 Case Conference was an interruption of studies initiated by Futureworks the purpose of the Case Review will be to review the student's fitness to return to study.

10.5.2 The Case Review meeting should be conducted in an informal way, with an emphasis on supporting the student, and should follow the structure below:

- Discussion of the progress which has been made by the student.
- Scrutiny of any supporting evidence (see section 11).
- Where the student now sits within the Fitness to Study Procedure

10.5.3 If the student engages with the process and provides satisfactory evidence the Case Conference Panel will make a decision to re-admit the student. The student will be offered support both academically and pastorally and will continue to be monitored at Stage 1 by their Personal Tutor.

10.5.4 If the student provides some evidence but concerns remain a longer period of interruption of up to 12 months may be implemented, with an appropriate return to study date agreed with the Programme Leader. Regular reviews will be maintained by the Head of Student Services.

10.5.5 If the student fails to engage or provide evidence and/or the risks remain high a longer period of interruption of up to 12 months may be implemented, with an appropriate return to study date agreed with the Programme Leader. There will be a final review at the end of the academic year, which may lead to Futureworks withdrawing the student from their programme.

**11. Evidence**

11.1 Any evidence required to satisfy conditions set by the Case Conference Panel will be clearly specified during the Case Conference meeting and confirmed to the student in writing. Evidence requirements must be relevant, reasonable, proportionate, and appropriate to the nature of the concerns identified.

11.2 Where concerns relate to a student's physical health, mental health, wellbeing, safety, or ability to engage effectively with study, the Panel may require evidence from an appropriately qualified or experienced professional. This may include, but is not limited to:

11.2.1 a medical practitioner;

11.2.2 psychiatrist or psychologist;

11.2.3 counsellor, therapist, or mental health practitioner;

11.2.4 disability adviser or specialist support worker;

11.2.5 occupational health practitioner;

11.2.6 social worker or safeguarding professional;

11.2.7 educational psychologist or learning support specialist;

11.2.8 or another relevant professional with sufficient knowledge of the student's circumstances during the relevant period.

11.3 The Panel may also consider other relevant evidence where appropriate, including evidence of engagement with support services, academic engagement records, support plans, workplace assessments, or information provided by external agencies or professionals involved in supporting the student.

11.4 Any professional evidence requested should, where appropriate, address:

11.4.1 the student's current ability to engage safely and effectively with study and student life;

11.4.2 whether the student is currently fit to study and participate as a member of the Futureworks community;

11.4.3 any identified risks and how these may be appropriately managed; and

11.4.4 any reasonable adjustments, support measures, treatment plans, or ongoing interventions that should be considered to support the student's continued engagement or return to study.

11.5 The Case Conference Panel will consider all evidence on an individual basis and will make decisions in a fair, objective, and proportionate manner, taking account of Futureworks' duties under the Equality Act 2010 and the individual circumstances of the student.

**12. Confidentiality and disclosure**

12.1 Futureworks may disclose sensitive information to external bodies where it's in the best interests of the student and/or the wider Futureworks community; for example, to the student's designated emergency contact or a community mental health team.

12.2 The student's informed consent will be obtained where possible. If consent is not given, the implications of non-disclosure should be made clear. There may be occasions where confidentiality may be broken without the student's consent for example, if:

12.2.1 Their life is at risk;

12.2.2 They are putting someone else's life at risk;

12.2.3 Their mental health has deteriorated to a serious level e.g. they are unable to maintain daily living routines and relationships;

12.2.4 They are at a risk of exploitation or abuse;

12.2.5 Their behaviour is adversely affecting the rights of others; and/or

12.2.6 Staff are being placed in a position in which their professional integrity is compromised.

12.3 Any disclosure without consent should be discussed with Head of Student Services prior to the disclosure of information. For more information on how Futureworks protects your data see our Data Security Policy and for more information regarding the circumstances in which we would share confidential data without consent see our Safeguarding Policy and Procedure.

**13. Emergency situations**

13.1 In the event of an emergency, staff or students should contact the appropriate emergency services where there is an immediate risk to health, safety, or wellbeing, and should inform Student Services as soon as practicable. The member of staff receiving the information will ensure that the Principal (or delegated authority) at Futureworks is notified promptly and appropriately.

13.2 In situations assessed as presenting an immediate and significant risk, the Principal (or delegated authority) may authorise a temporary suspension from studies with immediate effect. A temporary suspension is a precautionary measure, not an outcome of the Fitness to Study Procedure.

13.3 Any decision to impose a temporary suspension must be based on available evidence, made in good faith, and be proportionate to the nature and seriousness of the identified risk. The Principal (or delegated authority) must conduct an initial risk assessment and consider whether alternative supportive measures or reasonable adjustments could appropriately manage the concerns before imposing a temporary suspension. Decisions will be made with due regard to the principles of fairness, equality, inclusion, and non-discrimination, including Futureworks' obligations under the Equality Act 2010.

13.4 Emergency or urgent situations may include, but are not limited to, circumstances where there is reasonable concern that:

13.4.1 there is an immediate and/or serious risk to the life, physical safety, or wellbeing of the student or another person;

13.4.2 the student may be unable to safely engage with their studies or daily living activities due to severe mental health issues, e.g. because they have been sectioned under the Mental Health Act;

13.4.3 staff are unable to safely or appropriately carry out their professional responsibilities without a significant risk to their professional or ethical obligations.

13.5 In cases where a temporary suspension is imposed, the following staff members will normally be informed where relevant to their responsibilities and where they are not already members of the Case Conference Panel:

13.5.1 Vice Principal

13.5.2 Head of Student Services

13.5.3 Academic Registrar

13.5.4 Programme Leader

13.5.5 Facilities Manager

13.6 Information shared will be limited to that which is necessary for the implementation and management of the temporary suspension, in accordance with data protection and confidentiality requirements.

13.7 Student Services will provide follow-up support by contacting the student or hospital as appropriate.

13.8 Any emergency suspension must be formalised as soon as reasonably possible by a Case Conference Panel, which will convene without the student.

13.9 The temporary suspension may be applied for a period of up to 21 calendar days, allowing time for urgent concerns to be addressed relating to the health, safety, wellbeing, or functioning of the student within the Futureworks community.

13.10 Minutes of the meeting will be saved on the student record system along with any other relevant documents. The student will be sent an email as soon as is practicable (and within 5 working days of the meeting), which will clearly state the reasons for the decision made to temporarily suspend them from studies and the review date, which should be no longer than 21 days following the temporary suspension being imposed.

13.11 The email will include a list and explanation of the evidence required in order for the student to be permitted to return to study with any stipulated conditions and it will explain the repercussions should they not adhere to the terms of their suspension and engage with the process. It will also offer support from Student Services and signpost them to relevant external organisations. The option of interrupting their studies voluntarily will be highlighted.

13.12 The student will be invited to a Case Conference meeting to take place on the review date, conducted in accordance with Section 3.4. The possible outcomes of that meeting are set out in Section 3.5.

13.13 If the student believes they are well enough to return to study prior to a scheduled review date and they have evidence to support this they may contact us to schedule a Case Conference review meeting sooner.

13.14 If the student is unable to attend the Case Conference review the Case Conference will accept written representations from the student.

13.15 It is hoped that any student who is not fit for study will interrupt voluntarily; however, if this is not the case and the Case Conference deems, based on all available evidence, that the student is not fit for study at the review point they will impose an interruption to studies or withdraw the student from their programme.

13.16 A failure to comply with a temporary suspension or associated precautionary measures may be treated as a serious matter where such non-compliance creates or increases a risk to the student, other students, staff, or the wider Futureworks community.

13.17 Where a student does not engage with the process, fails to provide requested evidence without reasonable explanation, or does not comply with the conditions of a temporary suspension, the Case Conference Panel may proceed on the basis of the information available at the time. This may result in:

13.17.1 An interruption to studies being imposed (see section XX for more information)

13.17.2 Withdrawal from their programme (see section XX for more information)

13.17.3 Referral to other applicable procedures where appropriate, including disciplinary or conduct procedures in cases of serious or repeated breaches (see our Regulations for the Conduct of Students).

13.18 Any action taken in response to non-engagement or non-compliance will be reasonable, proportionate, and based on an assessment of the individual circumstances of the case, including any known health conditions, disabilities, safeguarding concerns, or barriers to engagement. Futureworks will make reasonable efforts to maintain communication with the student and support their participation throughout the process.

13.19 For more information about Futureworks' approach to safeguarding students and the wider Futureworks community see our Safeguarding Policy and Procedure. For support with mental health issues, please contact Student Services by email at student.services@futureworks.ac.uk, by telephone on 0161 214 4610, or in person at the Student Advice Centre (3rd Floor). You can also visit our website here to find out more about the support we provide.

## 14. Monitoring Procedure

14.1 All instances of Fitness to Study will be recorded securely on the student record system and collated. An annual report using anonymised data will be submitted to the Operations Team for review purposes. The effectiveness of the Fitness to Study Procedure will also be reviewed at this point and any necessary changes will be made.