



**POINT BLANK**  
MUSIC SCHOOL

**PROCEDURE 020**  
**FITNESS TO STUDY**

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## 1. PURPOSE

- 1.1 The purpose of this policy is to provide, in detail, Point Blank's approach to ensuring there is a consistent and supportive approach when assessing an individual's capacity to satisfactorily participate and fully engage as a Point Blank student.
- 1.2 This procedure should be read in conjunction with Point Blank's Fitness to Study Policy.

## 2. PROCEDURE DETAILS

### Informal Stage

- 2.1 The informal stage of this process aims to capture all early and informal interventions. This includes anticipatory and reasonable adjustments arranged prior to any formal concern for a student's fitness to study.
- 2.2 The informal arrangements are documented at the point of escalation to Formal Stage 1 in order to inform the process by summarising the support provided thus far.
- 2.3 Should concern arise regarding a student's fitness to study, the student will be informed via email and they will be invited to an informal support meeting.
- 2.4 The informal support meeting will be preliminary and supportive in nature, and will provide the student and Point Blank the opportunity to consider the student's circumstances alongside their academic position in full.
- 2.5 At this meeting, the Senior Retention Officer or designated nominee will summarise the support provided to date and gain feedback from the student on the effectiveness and appropriateness of the support.
- 2.6 Following the meeting, the student will receive a written summary of the matters discussed along with the details of any actions (e.g. attend six consecutive counselling sessions).
- 2.7 At this point, the Senior Retention Officer or designated nominee will ascertain whether further informal intervention would be sufficient, or escalate the case to Formal Stage 1.
- 2.8 Where it is determined that the concern is not yet great enough to initiate the formal stage of this procedure, students must note that, should concerns persist, the decision to escalate to Formal Stage 1 may occur later. Should this be the case, the student will be kept informed and supported on what to expect.

### Formal Stage 1

- 2.9 Formal Stage 1 involves a Panel meeting to discuss the concerns with the student and set a formal intervention plan.
- 2.10 The Panel will comprise the Student Retention Officer or designated nominee handling the case, and at least two other members of support staff.
- 2.11 When referred to Formal Stage 1, the student will be sent a letter at least seven working days before the proposed meeting date. If the student is going to be unable to attend the meeting date, they must inform the Panel in the first instance.
- 2.12 Should the student need to rearrange the meeting, or should they not attend the agreed meeting date, one more meeting opportunity will be provided. After this,

- should the student continue not to attend, the meeting will be held with the student in absentia.
- 2.13 The student may attend the meeting accompanied by a friend, parent or guardian for the purposes of moral support and assuaging any anxiety. It is not normally appropriate for the person accompanying the student to have any input to the Panel meeting, however this may be necessary and agreed upon in advance based on the student's needs.
- 2.14 The purpose of the Panel meeting is to discuss with the student the support that has been implemented and the reasons why it appears this support has not yet been effective, and what other support can be put in place going forward.
- 2.15 There are two possible outcomes at this stage, and they are driven by the student:
- i. Continuation of study with the implementation of further support strategies;
  - ii. A request made by the student for a change of circumstance including temporary interruption or withdrawal.
- 2.16 Should the student be ready to continue their studies with further support, the Senior Retention Officer or designated nominee will arrange further interventions such as:
- i. Wellbeing sessions;
  - ii. Counselling;
  - iii. Application of reasonable adjustments;
  - iv. One-to-one Academic Success Centre sessions.
- 2.17 These arrangements will be outlined to the student in writing along with a review date and any conditions for progressing beyond the review date. Conditions may include meeting assessment deadlines and maintaining a minimum attendance standard.
- 2.18 By the review date, if the student has met all their conditions and/ or deadlines, and they are re-engaging with their studies, a review meeting will be arranged between the student and the Senior Retention Officer or designated nominee to check in.
- 2.19 In this circumstance, the Senior Retention Officer or designated nominee will confirm with the student that the concern for their fitness to study has reduced and they can continue with their studies with any appropriate interventions and reasonable adjustments in place.
- 2.20 If, by the review date, the student has not engaged or has engaged in some ways but has otherwise not met their conditions and/ or deadlines, the Senior Retention Officer or designated nominee will escalate the matter to Formal Stage 2.

### **Formal Stage 2**

- 2.21 The student will receive notification in writing of the escalation of the concern for their fitness to study. This will include inviting the student to a Formal Stage 2 Panel meeting.
- 2.22 The invitation to the Panel meeting will provide the student with at least seven day's notice before the meeting date.
- 2.23 The student may opt at this point to take a break from their studies via a temporary interruption.

- 2.24 Should the student need to rearrange the meeting, or should they not attend the agreed meeting date, one more meeting opportunity will be provided. After this, should the student continue not to attend, the meeting will be held with the student in absentia.
- 2.25 The student may attend the meeting accompanied by a friend, parent or guardian for the purposes of moral support and assuaging any anxiety. It is not normally appropriate for the person accompanying the student to have any input to the Panel meeting, however this may be necessary and agreed upon in advance based on the student's needs.
- 2.26 The Formal Stage 2 Panel meeting will comprise the Senior Retention Officer or designated nominee handling the case, and at least two members of staff who have had limited to no involvement in the process to date. This is to ensure a level of impartiality in the decision making process.
- 2.27 The Panel will involve a discussion with all attendees, including the student who will be able to speak to their circumstances and the challenges they have been facing. They can also feedback on the support provided.
- 2.28 The Senior Retention Officer or designated nominee handling the case will provide the Panel with a summary of the interventions to date along with the student's academic record prior to the Panel. The student will also be informed ahead of the Panel the information that will be considered.
- 2.29 The purpose of the meeting is for the Panel to receive all the information and to provide the student with the opportunity to present their own feelings toward their fitness to study.
- 2.30 The potential outcomes from the Formal Stage 2 panel are as follows:
- i. Temporary interruption – in this circumstance there may be conditions for return (e.g. a letter from a medical professional declaring the student's fitness to study; or evidence of engagement with a substance abuse support centre.)
  - ii. Withdrawal
  - iii. Any other action considered to be appropriate or proportionate (e.g. repeat year).
- 2.31 Following the meeting with the student, the Panel will convene to agree the outcome.
- 2.32 The student will be informed of the outcome in writing and provided with the details about what happens next and any right to appeal.

### **Emergency Fitness to Study**

- 2.33 The Designated Safeguarding Lead may refer a student for an Emergency Fitness to Study by informing the Safeguarding Group and the Senior Retention Officer.
- 2.34 In the first instance, the student's enrolment is suspended.
- 2.35 The student and their emergency contact will be informed in writing of the suspension via an emergency fitness to study along with details of what happens when the student is in a position to engage with Point Blank regarding their studies.
- 2.36 At such a time when the student is able and/ or well enough to re-engage with Point Blank, they will have the opportunity to go through the formal stages of the Fitness to Study process.

2.37 If appropriate, the student's enrolment may be reinstated at this point in order to follow the Fitness to Study process in full.

### **3. PROCEDURE SCOPE**

3.1 This procedure applies to students at Point Blank London studying higher education courses.

3.2 This procedure also applies to students studying higher education programmes with Point Blank Online.

### **4. PROCEDURE OWNER**

This procedure is under the responsibility of the Student Engagement and Experience Committee. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Student Engagement and Experience Committee delegates the operational responsibility of this procedure to the following staff:

- Registrar
- Designated Safeguarding Lead
- Student Experience Manager
- Senior Student Retention Officer
- Student Experience Officer
- Senior Student Support Officer
- Disability Support Coordinator

### **5. EXHIBITS, APPENDICES AND FORMS**

There are not further exhibits, appendices or forms.

### **6. REFERENCES AND SUPPORTING INFORMATION**

6.1 Internal

- Student Experience Strategy
- Teaching, Learning and Assessment Strategy
- Safeguarding Policy
- Withdrawal, Interruption and Transfer Policy
- Reasonable Adjustments Policy
- Disability and Wellbeing Support Policy

6.2 External

- OIA Good Practice Framework

### **7. DOCUMENT HISTORY AND NEXT REVIEW**

Version: 1

Approved on:

Approved by:

Date of Next Review:

