



<b>Teitl:</b> <b>Title:</b>	Student Re-engagement Policy (formerly Student Probation Policy)
<b>Fersiwn:</b> <b>Version</b>	V2
<b>I bwy mae'r Polisi hwn yn berthnasol?</b> <b>Who does this Policy Relate to?</b>	Myfyrwyr a Staff Students/Staff

#### Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	<a href="#">Student Re-engagement Policy Impact Assessment</a>
<i>Effaith ar yr Iaith Gymraeg</i>  <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i>  An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

#### Adolygu a Chymeradwyo / Review and Approval

<b>Perchennog y Ddogfen:</b> <b>Document Owner:</b>	Dirprwy Brif Weithredwr Profiadau Pobl a Diwylliant Deputy Chief Executive People Experiences & Culture		
<b>Ymgynghoriad / Consultation:</b>	SMT Colleagues, Assistant Principals, Student Services and Administration Services.		
<b>Dyddiad cymeradwyo / Date Approved</b>	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>Enw'r Grŵp a'r Dyddiad / SMT People Experiences and Culture</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	<i>8th September 2021</i>	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	<i>N/A</i>
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	<i>N/A</i>
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	<i>N/A</i>
	Corff Llywodraethu / Governing Body:	<i>N/A</i>	
<b>Dyddiad Adolygu:</b> <b>Review Date:</b>	31 August 2024		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)  
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Rhifwch bob adran a pharagraff  
Please number each section and paragraph

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## 1. **Purpose**

- 1.1 The purpose of this policy is to provide a support framework for new and returning students to successfully engage with studying at the College after previously withdrawing or having had previous difficulties with attendance, punctuality, attitude to learning or other disciplinary issues, such as warnings, suspension or fixed term exclusions. This may also include students who have failed previous examinations or have other exceptional circumstances. Agreeing to a four week (teaching weeks) trial period is a condition of enrolling at College, for such students. During the trial period the student will be well supported with clear target setting and action planning in place to facilitate a successful completion of the trial period.

## 2. **Scope**

- 2.1 This policy applies to all students enrolled at Coleg Cambria, including further education and higher education students, apprentices, work based learning students and adult community students.

## 3. **Procedure**

- 3.1 Students will enrol following the normal admission procedures on the understanding that if they fall into the categories described in Section 1 above they will be on a trial period.
- 3.2. Curriculum Directors will identify such students from the enrolments and meet with them, following their commencement at the College, to agree an action plan which will be signed and returned to the Curriculum Director..The parents/guardians will also be informed if the student is under the age of 18 years or identified as an adult at risk. This is recorded on the pastoral log on the student's EBS record.
- 3.3 The trial period will be reviewed after 4 teaching weeks by the Curriculum Director and Progress Coach/Personal Tutor and a decision will be taken to either end the trial period as a result of its satisfactory completion or to withdraw the student. The decision will be based on the student's attendance, attitude and submission of work during the 4 week (teaching weeks) trial period.
- 3.4 The outcome of the Review will normally be communicated with the student by letter with a copy to parents/carers if the student is under 18 years old or an adult at risk. This is subject to permissions under GDPR

legislation. If the student is an apprentice their employer will also receive a copy of the letter.



3.5 The student may appeal against a decision to remove them from a course and/or the College on grounds of poor attendance/attitude/submission of work. Such a request must be based on:

- i. that the procedures were not followed correctly;
- ii. and/or that there is significant new evidence which was not available at the time.

#### **4. Appeal**

4.1 When the student has received notification of removal from a course and/or College, then he/she must indicate in writing to the relevant Assistant Principal or Vice Principal if there is not a role of Assistant Principal in a curriculum area, the grounds of appeal within five College working term-time days of receipt of such notification. If no appeal is lodged within five working term-time days the student will lose the right of appeal.

4.2. An appeal will be heard by an appeals panel composed of the Assistant Principal of the curriculum area and an independent Curriculum Director. An appeal panel will normally be convened by the Assistant Principal within ten College term-time days of receipt of the notice of appeal.

4.3 A letter inviting the student to the appeal panel should be sent by first class post (and via email where email addresses are held) to the student and to the parents/ carers of students aged under 18 year olds and or those identified as adults at risk. This is subject to permissions under GDPR legislation. If the student is an apprentice then their employer will also receive a copy of the letter. The letter will set out the time, date and place of the meeting at which the appeal is to be considered, giving no less than five working College term-time days notice and enclosing a copy of this policy.

4.4 The student may be accompanied by their parent/carer, or a friend at the appeal panel. If the student is an apprentice their employer may also attend.

4.5 The proceedings of the panel will normally be conducted as follows although in appropriate circumstances the panel shall have the right to vary the procedure:

- i. The student will be given the opportunity to present the reasons to support their appeal, which may include the calling of witnesses.

- ii. the presentation of evidence by the appropriate Curriculum Director supporting the decision to withdraw the student.
  - iii. the panel may ask questions of any person attending at any stage of the proceedings;
  - iv. the panel will consider the evidence and reach its conclusion;
- 4.6 The Chair of the Panel will write to the student within five College working term-time days of the Panel to confirm the decision reached. The decision of the appeal panel is final.
- 4.7 If a student fails to notify the College they are not going to attend an appeal panel, it will take place in their absence. If a student is unable to attend the appeal panel for reasons beyond their control, the panel will be adjourned to another day (normally within 5 College working term-time days of the original date). The College will confirm the rescheduled panel arrangements in writing. Unless there are special circumstances mitigating against it, if a student is unable to attend the rearranged panel, the rearranged appeal hearing will take place in their absence.

**END**

## **Appendix One - Agreement Letter (which may be tailored as appropriate)**

Dear

It is the policy of Coleg Cambria that students enrolling to study after previously withdrawing or being unsuccessful due to absence, attitude to learning or disciplinary issues are placed on a four week trial period from the start of the academic year. Agreeing to this trial period is a condition of re-enrolling at Coleg Cambria.

After 4 weeks (teaching weeks) your records of attendance, attitude and submission of work over the period will be reviewed and a decision taken to either end the trial period as a result of its satisfactory completion or to withdraw you from the course. You will be informed of the decision by letter.

Please read the attached agreement very carefully and sign, date and return to me.

Should you require any support or clarification relating to the issues raised by this letter please contact me.

**Appendix Two**

**STUDENT AGREEMENT**

I \_\_\_\_\_, accept that I have been placed on a trial period for four weeks. I agree to comply with the following to remain a student at Coleg Cambria.

I will:

1. Attend all lessons and personal tutor sessions (except for medical and other genuine reasons, for which evidence will be produced). This also includes tutorials and support sessions which are part of the programme of learning.
2. Be punctual for all lessons and personal tutor sessions.
3. Complete all assignments on time at an appropriate level.
4. Comply with all College rules and regulations.

Failure to comply will result in being withdrawn from the course of study and/or from the College.

Student Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Curriculum Director Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_