



Title: *Student Probationary Procedures:*

Reference: *This will be assigned to the document on approval*

Version: *1.0*

Issue Date: *March 2017*

Classification: *Public*

Review and Approval

Responsibility:	<i>Assistant Principal, Quality and Essential Skills</i>
Approval body:	<i>CSG 13 March 2017</i>
Approval date:	<i>When was the document approved? (e.g. the meeting date)</i>
Review Frequency:	<i>Normally 3 Years</i>
Expiry Date:	<i>April 2020</i>

Scope

This strategy is relevant for all types of teaching and learning provision at the College, including further education, higher education, school links courses, adult community learning and work based learning.

Student Probationary Procedures

Policy statement:

It is the policy that students enrolling to study after previously withdrawing or those who have had previous difficulties with attendance, punctuality, attitude to work or other disciplinary issues are placed on an eight week probationary period. This may also include students who have failed previous examinations or have other exceptional circumstances. Agreeing to this probationary period is a condition of enrolling at College. During the probationary period the student will be well supported with clear target setting and action planning in place to facilitate a successful completion of the probationary period.

Procedure:

1. Students will enrol following the normal procedures on the understanding that if they fall into the categories listed above they will be on a probation period.
2. Deputy Directors will identify such students from the enrolments and meet with them to agree an action plan which will to be signed and returned to the Deputy Director normally prior to the student starting classes at the College. The parents/guardians will also be informed if the student is under the age of 18 years. This is recorded on the College's electronic individual learning plan.
3. The probationary period will be reviewed after 8 weeks by the Deputy Director and Personal Tutor and a decision will be taken to either end the probationary 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 8 week period.
4. The outcome of the Review will normally be communicated with the student by letter with a copy to parents/guardians if the student is under 18 years old.
5. The student may appeal against a decision to remove him/her 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.

Appeal procedure:

When the student has received notification of removal from a course and/or College, then he/she must indicate in writing to the Assistant Principal the grounds of appeal within ten working days of receipt of such notification.

1. If no appeal is lodged within ten working days the student will lose the right of appeal.
2. An appeal will be heard by an appeals panel comprising:
 - i. the Assistant Principal
 - ii. an independent Deputy Director
3. Members of the appeals panel shall not have had any previous involvement in the case.
4. An appeal hearing will be convened by the Assistant Principal.
5. An appeal hearing will normally be convened within ten working days of receipt of the notice of appeal.
6. The student will be given a notice in writing setting out the time, date and place of the meeting at which the appeal is to be considered and will be given no less than four working days notice and be given a copy of this appeals procedure.
7. The student who is the subject of the hearing may be accompanied by one other person.
8. The hearing will be open to the public.
9. The proceedings of the hearing will normally be conducted as follows although in appropriate circumstances the panel shall have the right to vary the procedure:
 - i. a presentation by the student who lodged the appeal which may include the calling of witnesses;
 - ii. the presentation of evidence by the appropriate Deputy Director;
 - iii. the panel may ask questions of any person who appears before them at any stage of the proceedings;
 - iv. the panel will consider the evidence and reach its conclusion;

- v. the panel will inform the parties of its decision but shall not be obliged to give reasons for its decision. If the panel gives the decision verbally then it will be confirmed in writing within five working days. Alternatively if the decision is not given verbally then it will, in any event, be notified to the parties within five working days.
 - vi. The hearing may be adjourned at any time if the panel deem it appropriate. The decision to adjourn will be conveyed to all parties attending the hearing by a panel member.
10. A hearing may be postponed, but normally for no more than three working days, if any party can show good reason for not being able to attend at the time originally specified. However, the failure of a student to attend a hearing will not preclude a panel from reaching a decision.
11. The decision of the appeal panel is final.

Exemplar 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 work or disciplinary issues are placed on an eight week probationary period from the start of the academic year. Agreeing to this probationary period is a condition of re-enrolling at Coleg Cambria.

After 8 weeks your records of attendance, attitude and submission of work over the period will be reviewed and a decision taken to either end the probationary 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.

STUDENT AGREEMENT

I , accept that I have been placed on probation for eight 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 withdraw from the course of study and/or from the College.

Name:

Student

Signed:

Date:

Name:

Deputy Director

Signed:

Date:
