



Teitl: Title:	Student Re-engagement Policy
Fersiwn: Version	V3
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	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:	Student Re-engagement Policy Impact Assessment
<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

Perchennog y Ddogfen: Document Owner:	Dirprwy Brif Weithredwr Profiadau Pobl a Diwylliant Deputy Chief Executive People Experiences & Culture		
Ymgynghoriad / Consultation:	SMT Colleagues, Social Partnership Representatives, Curriculum Colleagues, Progress Coaches, Student Services and Administration Services.		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>Communications & Culture Group</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	24/4/24	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	N/A
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	13/5/24
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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

Student Re-engagement Policy

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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 trial of up to 6 teaching weeks 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. A copy will also be provided to parents/guardians 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 record system..
- 3.3 The trial period will be reviewed prior to end of 6 teaching weeks by the Curriculum Director and Progress Coach/Personal Tutor and a decision will be taken to either end the trial period based on the satisfactory completion of the action plan or to withdraw the student. The decision will be based on the student's attendance, attitude and submission of work during the-trial period.
- 3.4 The outcome of the review will be confirmed in Writing-by the Curriculum Director 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 or work based learner their employer will also receive a copy of the letter.

3.5 The student may appeal against a decision to withdraw 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 of the original decision taken.

4. Appeal

4.1 When the student has received notification of being withdrawn from a course and/or College, they must indicate in writing to the relevant Assistant Principal (or Vice Principal) 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 a Notification of Change form will be completed to confirm the withdrawal from College.

4.2. An appeal will be heard by an appeals panel composed of the Vice Principal & Assistant Principal of the curriculum area. An appeal panel will normally be convened by the Assistant Principal within five 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 years 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.
- 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.

5. Welsh Language

5.1 In line with the Welsh Language Standards, all meetings, correspondence and support services that form part of these processes will be offered in Welsh.

END



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

Dear

At Coleg Cambria, we understand that returning to education after facing challenges can be difficult. That's why we have a supportive policy in place for students who are re-enrolling after previously withdrawing or facing issues such as absence, attitude to learning, or disciplinary matters.

As part of this support, we offer a six-week trial period from the start of the academic year. This period allows us to work together with you to ensure your success. Your attendance, attitude, and submission of work will be reviewed during this time. Our goal is to provide the necessary support to help you succeed.

At the end of the trial period, we'll assess your progress and discuss any necessary actions. Whether it's successfully completing the trial period or addressing any challenges, we're here to support you every step of the way. You'll receive communication about the outcome via letter.

Please take your time to review the attached agreement carefully. and sign, date and return to me.

If you have any questions or need support, please don't hesitate to contact me.

Appendix Two

STUDENT AGREEMENT

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

I will:

1. Attend all lessons and progress coach/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 tutorial sessions.
3. Complete all assignments on time at an appropriate level.
4. Comply with the Student Code of Conduct.

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: _____