

Shockout Fitness to Study Policy and Procedure

Academic Year: 2025-2026

1. Policy Statement

Shockout Arts is wholeheartedly committed to supporting all students and recognises the importance of their health and wellbeing in relation to their academic progress and overall experience.

Students are expected to take a proactive role in managing their own health and wellbeing and to engage fully with any support offered, in order to fulfil their academic and personal potential.

2. Scope and Purpose

This Policy and Procedure applies to all students enrolled at Shockout Arts.

There may be instances where a student's health, wellbeing, or behaviour deteriorates to a point where it raises concerns regarding their ability to continue their studies safely and effectively.

The purpose of this policy is to:

- Support staff in managing situations where concerns are raised about a student's health, wellbeing, or behaviour.
- Ensure students receive appropriate, individualised interventions to facilitate a positive outcome.
- Safeguard the welfare of the student and others within the Shockout community.

Concerns may be raised by:

- The student themselves
- Other students
 - Staff members
 - Parents, guardians, or carers
 - External partners or placement providers

At all stages of this Procedure, students are entitled to be accompanied or represented by a person of their choosing (e.g. parent, guardian, carer, or trusted staff member).

3. Definition of Fitness to Study

Shockout Arts defines *Fitness to Study* as:

The ability of a student to meet the physical, mental, and academic demands of their course — with or without reasonable adjustments — without negatively impacting their own health and wellbeing or that of others.

A student may be considered *not fit to study* if:

- Continuing their studies would significantly harm their health, wellbeing, or safety.
- Their behaviour or condition poses a risk to the safety, wellbeing, or learning of others.
- The interventions required to maintain their participation become unsustainable or unreasonable.
- Hospital admission or detention under the Mental Health Act is required.

This Policy applies to incidents that occur:

- On Shockout Arts premises
- During placements, enrichment activities, or off-site events
- Outside of Shockout Arts where behaviour may impact the institution's safety, reputation, or community wellbeing

This Policy may also apply where:

- A student's fitness to practise is in question for professional qualifications.
- Behaviour poses a direct risk of harm to self or others.
- Extenuating circumstances are ongoing and preventing satisfactory progress despite prior support.

4. General Principles

- The procedure operates across **three stages**, reflecting the level of concern and support required.
- Students are encouraged to engage with internal and external support services at all times.
- Reasonable adjustments will be made where necessary (e.g. for SEND or mitigating circumstances).
- Non-disclosure of relevant health or wellbeing issues at application or enrolment may lead to the student's place being withdrawn.
- All staff are encouraged to identify and refer emerging concerns promptly.

5. Procedure

Stage 1 – Emerging Concerns

Purpose: To provide early support and intervention when concerns first arise.

1. A member of the **Student Support Team** will approach the student to arrange an informal meeting.
2. Where relevant, external placement staff (e.g. workplace assessor, enrichment staff) may also be consulted.
3. The meeting will:
 - a. Outline the concerns raised
 - b. Encourage open discussion and reflection
 - c. Identify available internal and external support (e.g. SEND, counselling, mental health services)
4. Clear notes and an agreed **Action Plan** will be recorded and shared with the student.
5. A **follow-up meeting** will be arranged within two weeks.
6. If the student does not engage or issues persist, the case will progress to **Stage 2**.

Stage 2 – Continuing Concerns

Purpose: To establish formal support and monitoring when issues persist or escalate.

1. A formal meeting will be convened by the **Student Support Team**, with the student notified in advance.
2. Relevant staff (e.g. Programme Leader, SEND, Safeguarding) may attend.
3. The meeting will:
 - a. Assess the student's perception of their situation
 - b. Review previous interventions
 - c. Clarify expectations regarding fitness to study
4. A formal **Action Plan** will be produced, setting out:
 - a. Support measures
 - b. Conditions for continued study
 - c. A review date
5. Copies will be shared with:
 - a. The academic department
 - b. Head of SEND
 - c. Relevant tutors and support staff
6. Failure to adhere to the plan or further deterioration may trigger **Stage 3**.

Stage 3 – Significant or Persistent Concerns

Purpose: To address serious or ongoing cases where a student's continuation poses significant risk.

A **Case Conference** will be convened by the Programme Leader or Vice Principal (Students).

Case Conference Composition

Role	Responsibility
Principal or Vice Principal (Students)	Chair
Head of Safeguarding	Member
Head of SEND and Learner Support	Member
Student Support Representative	Member
Year Leader (if applicable)	Secretary

Process

1. The student will receive at least **5 working days' notice** and all relevant documentation.
2. The student may attend with a representative or submit written evidence if unwell.
3. The Case Conference will consider:
 - a. The student's academic, health, and behavioural record
 - b. All reasonable adjustments and interventions tried to date
 - c. Risk to self or others
 - d. Feasibility of continued study

Possible Outcomes

- No further action required
- Enhanced Action Plan agreed
- Voluntary break in learning
- Interim suspension or deferral of studies
- Termination of studies (last resort)
- Any other proportionate and appropriate action

6. Enhanced Action Plan

If issued, the Enhanced Action Plan will:

- Outline specific conditions for continuation
- Include a clear review date
- Be shared with relevant staff for implementation and monitoring

Failure to comply may lead to suspension, withdrawal, or other appropriate measures.

7. Voluntary Break in Learning

Where agreed:

- The terms and duration will be clearly documented.
- Students may be required to provide evidence that original concerns have been resolved before re-admission.
- Return to study may only be possible at specific points in the academic year.

8. Interim Suspension

- Used only when immediate concern exists for health, safety, or welfare.
- Not a disciplinary measure but a protective step pending further assessment.
- Terms of suspension (e.g. access to support services or premises) will be clearly outlined.

9. Record-Keeping and Confidentiality

- All notes, Action Plans, and decisions will be stored securely in accordance with **GDPR (2018)**.
- Information will only be shared with relevant staff and support agencies on a need-to-know basis.
- Students have the right to access records relating to their case.

10. Policy Review and Governance

Policy Owner	Vice Principal (Students)
Approved by	Senior Leadership Team
Next Review Date	June 2026
Linked Policies	Safeguarding Policy, SEND Policy, Student Code of Conduct, Extenuating Circumstances Policy

