

SUITABILITY TO STUDY & RESIDE POLICY

Policy category:	Safeguarding
Approved by:	Policy Review Group on 22/05/2026
Policy owner:	Group Vice Principal of Student Experience & DSL
Related policies:	Admissions Policy, Safeguarding and Child Protection Policy, Positive Behaviour Policy and Behaviour Management Process.
Applicable to:	Staff, students
Effective from:	22/05/2026
Date review date:	30/05/2028

Document Version Control 2 – Revision History

Section	Summary of changes	Date updated
1	Additional section 1, removed from the admissions policy	22/05/26
10	Additional Appeals section	22/05/26
Throughout	Minor text changes and update of job titles	22/05/26

Contents

Section	Section Heading	Page
1	Suitability to Study process at application stage	3
2.	Suitability to Study – Enrolled Students and Apprentices	3
4.	Staff in Attendance at Suitability to Study Panel	4
5.	Possible Outcomes of a Suitability to Study Meeting:	5
6.	Suitability to Reside	5
7.	Staff present at suitability to reside	6
8.	Possible Outcomes of a Suitability to Reside Meeting:	6
9.	Appeals procedure	6
10.	Annex A	7

Suitability to Study & Reside Policy

1. Suitability to Study at application stage

- 1.1 UCS College Group has a duty to ensure all students can consistently and effectively undertake their studies in a way which does not put themselves at risk, or other students and staff at risk of harm.
- 1.2 Concerns about a student's suitability to study may be related to, but not limited to:
 - a) Non-engagement with current or prior learning
 - b) Mental or physical health issues
 - c) Health concerns without apparent insight into, or management of, these concerns
 - d) Substance misuse
 - e) Inappropriate behaviour towards others
 - f) Aggressive, violent or threatening behaviour
 - g) An attitude towards the College Group that may put its name into disrepute, or current or previous defamatory action towards the College Group
 - h) Failure to meet previous conditions placed on study with the College Group.
- 1.3 Where concerns of the nature of those above become apparent, a panel consisting of the Assistant Principal or Deputy Head of Department, the manager or member of staff who knows the most about the applicant and a Safeguarding Officer (if needed) will meet to decide whether an applicant may be admitted to the College.
- 1.4 In order to have an informed view of the applicant, the students interview questions must be available to the panel, with an opportunity to request additional evidence from either the applicant, parent/carer or virtual school in addition to their previous education provider or other.
- 1.5 The College Group reserves the right to refuse admission to the College Group if the panel confirms the concerns or identifies significant risks. The College Group reserves the right to share information regarding the risk with statutory and other agencies in order to ensure the safety of its students and staff and that of other organisations.
- 1.6 Students and apprentices have the right to appeal against a decision not to be admitted to the College Group. More information on this can be found in section 10.

2 Suitability to Study – Enrolled Students and Apprentices

- 2.1 The College has a duty of care to ensure all students and apprentices can consistently and effectively undertake their studies in a way which does not put themselves or others at risk of harm.
- 2.2 A number of concerns could be identified for a suitability to study, these are outlined in Annex A.
- 2.3 Where concerns of the nature of those above arise, a Suitability to Study process will take place as follows:
- i. Student/Apprentice Voice meeting: where the student/apprentice wishes, an opportunity for them and/or parent/carer/Virtual School to discuss concerns or queries or present evidence/information in relation to their suitability to study. This may be held remotely via Microsoft Teams or Telephone or they may wish to send information electronically. If information is shared, this is to be shared 2 working days in advance of the meeting taking place to allow the panel to review the information in advance.
 - ii. Break in Learning: Student/Apprentice may be asked not to be in college/work placement during the suitability to study process. This will be communicated to student/apprentice and/or parent/carer/virtual school via telephone or email by the curriculum team.
 - iii. Professionals meeting: opportunity for professionals working with student/apprentice to present information or evidence, this could be a Social Worker, CAMHS or other mental health professional, Family Intervention Worker, Virtual School, GP or other professional. If an apprentice, the employer will be invited to be part of this meeting.
 - iv. College Panel meeting: A panel consisting of college staff (outlined in section 3) will meet to consider all information gathered and to decide whether the College can support the student to continue to study.
 - v. Outcome communicated: See section 5.
 - vi. Right to appeal: Students/Apprentices have the right to appeal against a decision, see Appeals Procedure in section 10.

- 2.4 The College reserves the right to withdraw a student or apprentice from their studies/work placement if the panel confirms that they are unable to support the student to continue to study. The College reserves the right to share information regarding the risk with statutory and/or other agencies in order to ensure the safety of its students and staff and that of other organisations.
- 2.5 There may be occasions, for example, in the case of a long term mental health or medical condition, in which reasonable adjustments can be made to enable a student to achieve; studying on a reduced timetable or working from home, for example. This will be assessed on a case by case basis and will need to consider the course specification and curriculum.
- 2.6 Where an EHCP is present and there are concerns regarding the students suitability to study, the Assistant Principal of Area will liaise with the Additional Learning Support Team to ensure representation is present. If it is deemed that the college is no longer the right place, or the needs have changed, then the outcome would result in an emergency annual review (see .4)
- 2.7 Where a student resides in the college's Student Accommodation, the Residential Manager (or nominee) will also attend the panel and a suitability to reside consideration will be made as part of the process. See section 6.

3 Staff in Attendance at Suitability to Study Panel:

- Assistant Principal of area of study/prospective study/apprenticeship (Chair)
- Assistant Principal Student Experience & DSL or Safeguarding Team Leader
- An appropriate representative from ALS – if Additional Learning needs or an EHCP are present
- Health and Safety Manager (or nominee)– if health and safety risks are present
- Residential Manager (or nominee) if the student resides in Student Accommodation
- Personal Tutor/Trainer Assessor/Other Support staff where appropriate e.g Autism Facilitator
- Admin member of staff to minute the meeting

- Employer if an apprentice.

4. Possible Outcomes of a Suitability to Study Meeting:

- Unable to meet need on course: Action – review whether need can be met on a different course.
- Unable to meet need on College: Action – review whether need can be met on another College
- Unable to meet need at College: Action – consider referring to other external agencies for support where appropriate and applicable
- Reasonable adjustments needed to meet need: Curriculum team to work with Safeguarding Team/Health and Safety Team to make reasonable adjustments – a risk assessment may be needed.
- No adjustments needed to meet need – student/apprentice to continue on course.

Meetings should be recorded via forms.

- 4.1 Where an EHCP is present: A suitability to study will determine whether or not the college is still the right place for the student, or if the needs have changed, the outcome would be an emergency annual review.

5. Suitability to Reside

- 5.1 Where a student/apprentice resides in college Student Accommodation and there have been concerns raised regarding their ability to reside in the accommodation, a suitability to reside will take place.
- 5.2 There could be a wide range of reasons for a suitability to reside. Concern examples can be found in Annex A.
- 5.3 If there is a safety concern raised by member of college staff or student or in the event of an unsafe incident within residential provision, a break in learning/residing could be requested. In this case, the Student or apprentice may be asked not to reside in college residential accommodation while a suitability to reside meeting is organised. This will be communicated to student/apprentice and/or parent/carers via telephone or email.
- 5.4 Where concerns of the nature of those above arise, a Suitability to reside process will take place as follows:

- i. Student/Apprentice Voice meeting – where the student/apprentice wishes, an opportunity for them and/or parent/carer to discuss concerns or queries or present evidence/information in relation to their suitability to reside. This may be held remotely via Microsoft Teams or Telephone or they may wish to send information electronically (in this case the applicant will be provided with a link to share information via Microsoft forms).
- ii. Professionals meeting – opportunity for professionals working with student/apprentice to present information or evidence, this could be a Social Worker, CAMHS or other mental health professional, Family Intervention Worker, GP or other professional. If an apprentice, the employer will be invited to be part of this meeting.
- iii. College Panel meeting – A panel consisting of college staff (chaired by the Assistant Principal of Student Experience and Safeguarding of Cannington College) will meet to consider all information gathered and to decide whether the college can meet the needs of the learner in residential provision whilst keeping other learners safe.
- iv. Outcome communicated – (See possible outcomes)

5.5 Staff present at suitability to reside meeting:

- Residential Manager
- Assistant Principal Student Experience & DSL Cannington College (Chair/or nominee)
- Assistant Principal of area of study/prospective study/apprenticeship
- Other residential staff where appropriate e.g Wellbeing Officer, Deputy Manager etc.
- Other Safeguarding staff where appropriate eg Safeguarding Team Leader
- Other Support staff where appropriate e.g Autism Facilitator
- ALS Manager – if Additional Learning needs are present
- Head of Health and Safety – if health and safety risks are present
- Personal Tutor
- Employer – if Apprentice

6. Possible Outcomes of a Suitability to Reside Meeting:

- i. Unable to meet need in residential and on College course. (see 4.2 if Additional Learning needs are present)
- ii. Unable to meet need in residential but needs can be met on Course
- iii. Student's residential contract terminated and student must vacate student accommodation

- iv. Unable to meet need in residential on a full-time basis
- v. Reasonable adjustments needed to meet need
- vi. No adjustments needed to meet need – student/apprentice to continue to reside in student accommodation.

Meetings should be recorded via forms.

7. Appeal

- 7.1 An appeal may be made against the outcome of a Suitability to Study & Reside by the Student and/or Parent/Carer/Virtual School on the following grounds:• The Panel did not consider all the available evidence:

- Information is now available which was not available at the time of the meeting
- The correct Suitability to Study and/or Reside process was not followed

- 7.2 An Appeal Panel will be chaired by a Senior Leader in the College, not involved in the first Suitability to Study meeting. This will be set up within 10 working days of the request for an appeal and will be held as soon as reasonably practicable.

- 7.3 Outcomes of an Appeal Meeting are limited to:

- i.Unable to meet need in residential and on College course.
- ii.Unable to meet need in residential but meets can be met on Course
- iii.Student's residential contract terminated and student must vacate student accommodation
- iv.Unable to meet need in residential on a full-time basis
- v.Reasonable adjustments needed to meet need
- No adjustments needed to meet need – student/apprentice to continue to reside in student accommodation.

8. Review of Policy

- 8.1 The policy will be reviewed in accordance with any legislation changes no later than two years after circulation.

Annex A:

Suitability Concerns could include, but are not limited to:

- Concerning behaviours because of personal circumstances that fall below UCS College Groups Professional Expectations.
- Mental or physical health conditions/concerns that have a significant impact upon
- ability to conduct studies
- Unsafe incident/s taking place that puts others/self at risk of harm
- Where new information comes to light about the students' unsafe behaviour towards themselves or others
- Behaviour/s that causes harm to self or put's self at risk of harm

Medical:

- Poor physical health resulting in consistent impact upon studies, which could include attendance, achievement and/or engagement on study programme or apprenticeship.
- Poor mental health resulting in consistent impact upon studies, which could include attendance, achievement and/or engagement on study programme or apprenticeship.

