



Academic Performance Policy and Procedures

Author: Executive team member with responsibility for Quality
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1. **Introduction**

- 1.1 This policy and procedure for Academic Performance sits alongside the College's Student Disciplinary Procedure and the College's Academic Misconduct Policy
- 1.2 In a number of cases a student may be considered to be making insufficient progress and of having behaved unreasonably.
- 1.3 Should this be the case then a decision needs to be taken as to whether the position in relation to the student is:
 - A) Primarily a disciplinary issue – in which case the disciplinary procedure should be followed.
 - B) Primarily an academic performance issue – in which case the academic performance procedure should be followed.
 - C) Primarily an academic misconduct issue – in which case the Academic misconduct policy should be followed.
- 1.4 In either of the above situations, the person preparing and presenting the case against the student should detail both disciplinary and academic performance/misconduct issues as appropriate.
- 1.5 The Learner Agreement and the Commitment to Study forms that the students sign, when they enrol, places upon them a set of responsibilities and an expected level of performance.

2. **Lack of Progress and or Failure to Reasonably Adhere to the Conditions that the Student has Agreed to on the Commitment to Study Form and the Learner Agreement**

2.1 Introduction

Examples of lack of progress include poor attendance, insufficient work submitted, inability to adopt appropriate study habits and refusal to accept appropriate guidance and advice.

2.2 Policy

It is the College policy to keep students informed of their progress. In cases where a student's lack of progress is giving cause for concern, appropriate advice and guidance will be offered and regular review meetings will take place. It is expected that students on full-time programmes would, if they are failing to make progress or to meet the above conditions (see 2.1), become an ARONs (at risk of not succeeding student) and would be placed on an action plan.

2.3 Procedure

The key feature in dealing with this type of situation effectively comes from the regularity and clarity of frequent monitoring and review of the student performance and of their action plan (for full-time students).

In most cases students who demonstrate serious lack of progress accept advice to withdraw from the programme or are guided to other opportunities. Where this is not possible, then the Head of the student's Academy should report the matter to the appropriate Vice-Principal, with a recommendation that the student's enrolment be discontinued. The Vice-Principal should then arrange for the Student Progress Review Committee to meet to determine the matter.

Particular care must be taken to ensure that any equality of opportunity issues are addressed. Where a student is of an ethnic minority or has disabilities, or the member of staff giving advice (or Chair of the Student Progress Review Committee) considers that equality of opportunity may be an issue, then the Chair should seek advice as to how best the student and the committee can be supported.

2.4 Student Progress Review Committee

2.4.1 The Student Progress Review Committee will comprise a Vice-Principal (Chair), an Assistant Principal (not the Head of the student's Academy) and one Assistant Academy Manager who is not connected with the student's programme.

2.4.2 The Terms of Reference of the Student Progress Review Committee is to review a recommendation from the Head of Academy that a student's enrolment on a programme be discontinued due to lack of progress, or significant failure to meet the conditions / performance detailed in the Commitment to Study form or Learner Agreement.

2.4.3 The Committee procedure will be as follows:

- a. The Committee shall meet within fifteen working days of written notification to the student (and in the case of a student under 18, a parent / guardian), that s/he is to be the subject of a review. Appendix A contains notes for guidance for the proceedings.
- b. A record of the Committee's proceedings shall be made.
- c. At the beginning of the meeting of the Committee all participants shall be entitled to be present.
- d. The student may be accompanied by a friend, which in the case of a student under 18 would ordinarily be a parent/guardian. The student should state who will speak on his/her behalf.
- e. The Academy Head may be accompanied by another member of staff to assist with presenting the case.
- f. The Chair (the Vice-Principal) will introduce those present, explain the terms of reference, the procedure of the meeting, and the three possible outcomes, as described in section 2.4.3.12 below.
- g. The Academy Head will present a report recommending that the student's enrolment on the programme should be discontinued.

Reference may be made to any of the conditions in the Commitment to Study form or the Learner Agreement, including:

- Poor attendance
 - Insufficient work submitted
 - Inability to adopt appropriate study habits
 - Refusal to accept appropriate guidance
- h. Evidence will be presented within the report to show that the student's progress has previously been reviewed appropriately at various stages and that relevant guidance and/or warnings have been given.
- i. The student will be invited to respond to the report.
- j. Members of the Committee will each be given the opportunity to ask questions of either the Academy Head or of the student.
- k. The student, friend and Academy Head will leave the meeting whilst the Committee considers what action to take.
- l. The committee may decide:
- a) To discontinue the student's enrolment
 - b) To allow the student to continue on a programme
 - c) To allow the student to continue on the programme subject to conditions which the committee might wish to impose
- m. The student and Academy Head will be informed in writing, by the Vice-Principal, of the decision reached by the committee.
- n. The decision of the committee shall be notified to the Executive at its next scheduled meeting.
- o. Any appeal received shall be considered by a panel of three comprising the Principal and at least one college Governor (other than staff or student Governors) and a member of the Senior Management Team, within 10 days of receipt of the appeal.

TRACKING and REFERENCE INFORMATION

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Author/Responsibility: Executive Team Member with responsibility for Quality

Equality Impact Assessment:

List of related policies, procedures and other documents:

Academic & Assessment Regulations
Academic Misconduct Policy
Academic Code of Conduct on Student Assessment
Student Disciplinary Procedure
Complaints Policy & Procedure

Complaints: If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.

Monitoring: The application of this policy and associated procedure will be monitored by The Executive Team Member with Responsibility for Quality.

Easy reading: To receive this policy/procedure in a different format, please contact HR Services.

Notes for Guidance for the Proceedings of a Student Progress Review Committee

1. The committee shall take into consideration and abide by any guidelines or requirement set down by the examining and validating bodies.
2. If the student's programme of study is part of a collaborative agreement between Harlow College and a partner organisation, then the committee must ensure that its procedure and its decision are consistent with the terms of the collaborative agreement.
3. If the student does not attend, having been given appropriate notice, then the committee may proceed in her/his absence.
4. In most cases the request for a review by the committee will have been initiated by an Academy Head. However, if a student believes that s/he has been unfairly removed from a programme, s/he may request a hearing before the committee by writing to the appropriate Vice-Principal. In such cases the Academy Head will review the student's progress and the procedures described in section 2 will be followed.
5. Documentary evidence which is to be submitted to the committee should be circulated at least five working days in advance of the meeting to all parties by the Chair of the Committee. The Committee should be prepared to accept further written evidence at the meeting, and should take into account the student's more limited access to secretarial and reprographic support.
6. Where documentary evidence is produced at the meeting, all parties should be supplied with copies. Where the documents are particularly confidential, eg medical records, then the Chair should exercise discretion as to whether copies should be made.
7. Each party should be advised to make such notes of their own as they consider necessary or desirable. The purpose of the record made is to assist the committee in making its decision.
8. Particular care must be taken to ensure that any equality of opportunity issues are addressed. Where a student is of an ethnic minority or has disabilities, or the member of staff giving advice (or Chair of the Student Progress Review Committee) considers that equality of opportunity may be an issue, then the Chair should seek advice from the Head of Division: Human Resources as to how best the student and the committee can be supported.

Summary of Action: Lack of Progress

Summary of action which may be taken when students demonstrate lack of progress

(Examples include poor attendance, insufficient work submitted, inability to adopt appropriate study habits and refusal to accept appropriate guidance).

- In most cases students who demonstrate serious lack of progress accept advice to withdraw from the programme or are guided to other opportunities. Staff who are giving such advice should ensure that:
 - All progress review documents / information have been thoroughly examined;
 - A note of the current position has been made;
 - Parents of a student under 18 * have been informed and involved in any decision;
 - Attempts have been made to transfer the student to a more appropriate programme if possible;
 - An appointment has been made with guidance and support for any student under 18 who is leaving without employment or an alternative programme of study;
 - The student and parents of any student under 18 * are informed in writing of the decision and of any other action taken.
- Where such advice is not taken, the matter should be referred to the Academy Head who will report the matter to the relevant Vice-Principal if there is a recommendation that the student's enrolment be discontinued. The Vice-Principal will arrange for a Student Progress Review Committee to determine the matter.
- The Student Progress Review Committee may decide:
 - a) To discontinue the student's enrolment;
 - b) To allow the student to continue on the programme;
 - c) To allow the student to continue on the programme, subject to conditions which the committee might wish to impose

* Not all students under 18 live at home. Where parental involvement is not appropriate the student's social worker / case worker should be invited to be involved.