



## **Interruption to Study and Withdrawal Procedure**

### **1. INTRODUCTION**

Norland is committed to supporting students who require time away from their studies, where this will assist them in gaining the best possible outcome in their studies or support their career aspirations. Students may take time away from Norland either temporarily or permanently, and this may be for a variety of reasons.

### **2. POLICY**

#### **2.1 Definition of authorised interruption to study**

Where a student is temporarily unable to engage with their studies for an extended period of time, they may apply for an authorised interruption to study. Common reasons for authorised interruption include, but are not limited to:

- Health reasons (mental or physical health problems)
- Maternity/paternity/adoption/family leave
- Extra-curricular pursuits e.g. elite sport, art/music related opportunities
- Financial circumstances
- Personal reasons
- Military service

During a period of interruption, students do not undertake studies at Norland.

Interruptions to study will not be applied retrospectively. In almost all circumstances, a period of interruption to study will last 12 months. Extensions to interruptions to study longer than 12 months will not be approved. Where a student is unable to return to their study after a 12-month interruption, they are likely to be required to withdraw. They will not be eligible to return to Norland unless they reapply through UCAS and are successful in the selection process.

In only the most exceptional circumstances, students may be permitted to interrupt their studies for a period of less than 12 months and this will be at the discretion of the Principal in their role as Chair of the Academic Board.

Where a student has interrupted for less than 12 months, they will be required to catch up with the missed trimester(s) in the following academic year before progressing to the next level. This may result in a 12-month delay in completion for all students interrupting their studies for a period of less than 12 months.

Where a student is unable to attend Norland for a period of less than one trimester, an interruption is not likely to be permitted when this has been requested by the student and only in exceptional circumstances. Instead, they will need to apply for Exceptional Assessment Circumstances and provide evidence to allow their absence to be authorised. Any absence over 2 weeks may result in a



delay to progression and extended absences may result in a referral to the Fitness to Study procedures.

A student may be required to interrupt their studies following an Occupational Health Advisor report related to their ability to participate fully in their studies and/or as an outcome from the Cause for Action/Fitness to Practise/Study process, if it is considered to be in the best interests of the student and/or the best interests of the student's peers, and/or the best interests of the children and families with whom they will work as part of their studies, based on the evidence available.

A student will not be expected to pay fees while interrupted. If a student chooses to interrupt, they should discuss the financial implications with the Finance Manager prior to interruption.

International students may find that their Visa is affected by an interruption, and they should seek advice from the Student Records, Data and Visa Manager who will refer to current UKVI Sponsorship Guidance.

Students who interrupt will be liable for all accommodation costs for the remainder of the academic year, as per their contract with their landlord/letting agent. If they wish to make changes to their accommodation contract, they should liaise directly with their landlord/letting agent but should be aware that landlords are unlikely to vary the terms of their contract.

Newly Qualified Nannies (NQN) wishing to interrupt their NQN year may do so for a period of longer than 12 months, however they must complete their NQN year within 8 years of the commencement of their studies at Norland as specified within the Norland Diploma Assessment Regulations. To allow time for any issues which may arise within the NQN year, all NQNs must return to complete their NQN year at the very latest 18 months before the 8-year time period lapses.

Prior to return to the NQN year, interrupted NQNs may be required to demonstrate that their knowledge and skills remain current. If this cannot be demonstrated, they may be required to complete a short placement to ensure their readiness for the NQN year.

Any NQNs who interrupt on medical grounds will be required to complete an Occupational Health Assessment prior to return.

## **2.2 Definition of withdrawal from study**

Where a student no longer wishes to study at Norland, they may choose to withdraw from their studies permanently.

There may also be cases where due to breaches of Norland's Academic Regulations, or as a result of the application of Fitness to Practise, Fitness to Study or Disciplinary procedures, a student will be required to withdraw from Norland.

Once a student has withdrawn from their studies, they will not be eligible to return to Norland unless they reapply through UCAS and are successful in the selection process.



There may be occasions where students who have been required to withdraw due to academic failure will be offered the opportunity to repeat their current year of study. This will be at the discretion of the Awards/Progression Board of Examiners.

When a student withdraws from Norland, the Awards/Progression Board of Examiners will determine whether an academic award should be made in line with the academic regulations. A transcript showing credit earned will be sent to the student regardless of whether an academic award is made.

A student who is withdrawing from Norland may also request for their credit to be transferred to another institution. Please see the [Student Transfer Policy](#).

International students may find that their Visa is affected by withdrawal, and they should seek advice from the Student Records, Data and Visa Manager who will refer to current UKVI Sponsorship Guidance.

### **2.3 Requesting an authorised interruption to study or withdrawal**

Students are expected to discuss their intention to interrupt or withdraw and the reasons for this with their personal tutor and the Head of Learning, Teaching and Research prior to requesting an authorised interruption to study or withdrawing from their studies. For students requesting an authorised interruption to study, a return to study plan should also be agreed within this meeting.

In order to apply for an authorised interruption to study or to withdraw from their studies, a student should complete the [relevant form](#) and submit this to the Quality and Regulations Manager. If a student is required to interrupt their studies or withdraw, Norland may complete the form on their behalf. If the form is not completed within 14 days, Norland will complete the form on behalf of the student. Once an interruption or withdrawal has been authorised, the student will receive a letter confirming that they have been interrupted or withdrawn, and their expected date of return if applicable.

### **2.4 Evidence**

Students will usually be required to submit independent evidence to support applications for authorised interruption to study.

Independent evidence used to corroborate applications for authorised interruptions to study must meet the following standards. It must confirm the nature, timing and severity of the circumstances. It should be:

- written by appropriately qualified professionals who are independent to the student
- on headed paper and signed and dated by the author. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the



author's organisation original copies of supporting evidence will be accepted only in exceptional circumstances and unaltered by the student.

## **2.5 Confidentiality**

All requests will be treated as confidential in accordance with the Privacy Notice, and information will only be shared with individuals who have a legitimate reason for being informed.

## **2.6 Consideration and Approval**

Norland will take a permissive approach when considering applications for authorised interruption to study. Applications should be approved where the student has provided a good reason for the interruption, provided that an interruption will be compatible with the student completing their studies subsequently and would not exceed the maximum allowable total period for authorised interruption to study or the maximum period of registration for the intended programme as detailed in the Academic Regulations.

## **2.7 Student Status, Rights and Responsibilities**

The Quality and Regulations Manager will be the point of contact for the student regarding their return to study whilst they are interrupted. Contact with other staff should be limited, and only as directed by the individual's return to study plan. This will be discussed and agreed prior to interruption.

Students remain subject to the Norland Code of Professional Responsibilities during an authorised interruption to study.

No student who has withdrawn from their studies is permitted to call themselves a Norland student, Norland Nanny or Norlander. They must not make misleading statements such as 'I studied at Norland' without making it clear that they did not complete their studies. Students who have interrupted their studies must not advertise themselves as Norland students in relation to seeking employment with families or in childcare settings without making it clear that they have not completed their studies. To avoid confusion with currently registered Norland students & nannies, no student who has interrupted or withdrawn from their studies is permitted to use any photographs of themselves in Norland uniform for promotional purposes, including employment opportunities.

No student who has interrupted or withdrawn from their studies is permitted to use the Student JobShop or Marvellous Babysitting app.

## **2.8 Access to Facilities**

During a student's period of interruption, they will not be a registered student of Norland and they may therefore not access Norland premises unless authorised to do so by the Quality and



Regulations Manager. They should not undertake work on Norland premises as they will not be covered by Norland's insurance arrangements.

They will lose student library access and will not be entitled to use or remove any Norland resources while interrupted. Their Norland email address will remain active, however they will be removed from all email distribution lists. Interrupted students must therefore ensure that they provide alternative contact email details to Norland.

Access to all student support services, including Norland funded external counselling, Headspace and Togetherall, will be suspended for the period of interruption, unless these services form a part of the individual's return to study plan, which will be agreed on a case by case basis by the Quality and Regulations Manager and Head of Learning, Teaching and Research.

## **2.9 Return to Study**

Students due to return to their studies will be contacted by the Quality and Regulations Manager in the trimester prior to their planned return to confirm they still plan on returning. Once confirmation has been received, the student's personal tutor will arrange a meeting with the student, ideally at least 6 weeks prior to their return to discuss any outstanding work and any support requirements the student may have. It may be suitable to invite the Student Services and Wellbeing Manager and/or Student Support Officer to this meeting. Shortly before this meeting, the student will receive an email detailing any outstanding and upcoming work, who the contact is for this and details of any deadlines (see Annex D). Any notes and/or actions resulting from this meeting will be stored on the SRS and shared with relevant Academic and Student Support staff.

A follow-up meeting should be arranged between the personal tutor and returning student around 4 weeks after their return date to check in.

Norland has a responsibility to ensure that students are able to engage safely with their studies following a period of interruption. Where a student has interrupted their studies for medical reasons, Norland will require evidence confirming their fitness to return to study. The student will be referred to Norland's Occupational Health advisor for confirmation of fitness to study and practice. See Annex B.

Students wishing to return to their studies earlier than originally planned should submit a request via email to the Quality and Regulations Manager for consideration. Requests will be considered on a case-by-case basis.

## **2.10 Changes to Programme**

Students taking an authorised interruption to study should be aware that courses and programmes may be subject to change while they are interrupted and that they may return to an altered programme structure.



In interrupting their studies, students consent to any programme or course changes which may occur while they are interrupted. If necessary, Norland will provide learning activities for the student in order to ensure that all learning outcomes are covered adequately.

Students should be aware that in exceptional circumstances, if their programme is to be discontinued, it may not be possible to grant an authorised interruption to study.

### **3. ROLES AND RESPONSIBILITIES**

The decision about whether a student is required to interrupt their studies will be made by the Principal, in consultation with relevant parties, as part of their role as Chair of the Fitness to Practise/Fitness to Study panel.

The Head of Quality and Standards will normally determine whether or not an authorised interruption to study will be granted and the Quality and Regulations Manager will normally inform the student of their decision. The decision may be delegated to the Head of Learning, Teaching and Research.

The Quality and Regulations Manager will make contact with an interrupted student in the term before they are due to return; at least 8 weeks in advance of the start of the new term, in order to confirm the student's programme of study and to facilitate any support which may be required upon return.

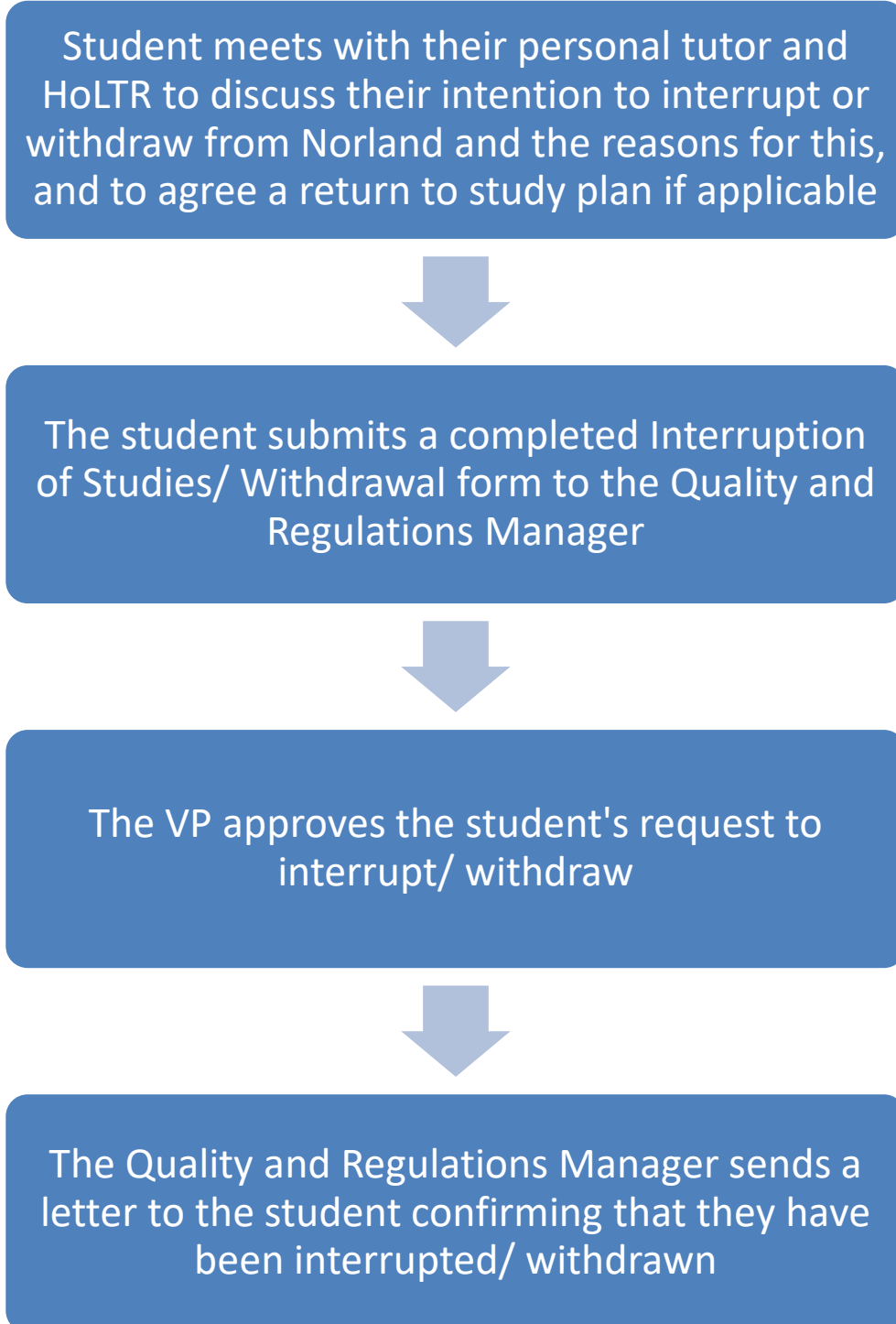
The Finance Manager is responsible for letting the Student Loans Company know about student interruptions, withdrawals, and returns, however the student is responsible for all other actions involving finance and accommodation with regards to their interruption or withdrawal. The Accommodation and Welfare Officer may be able to support with accommodation queries.

### **4. RELATED POLICIES, PROCEDURES AND GUIDANCE**

- Exceptional Assessment Circumstances procedure
- Fitness to Practise policy
- Fitness to Study policy
- Academic Regulations
- Student Transfer policy
- Privacy notice
- Code of Professional Responsibilities

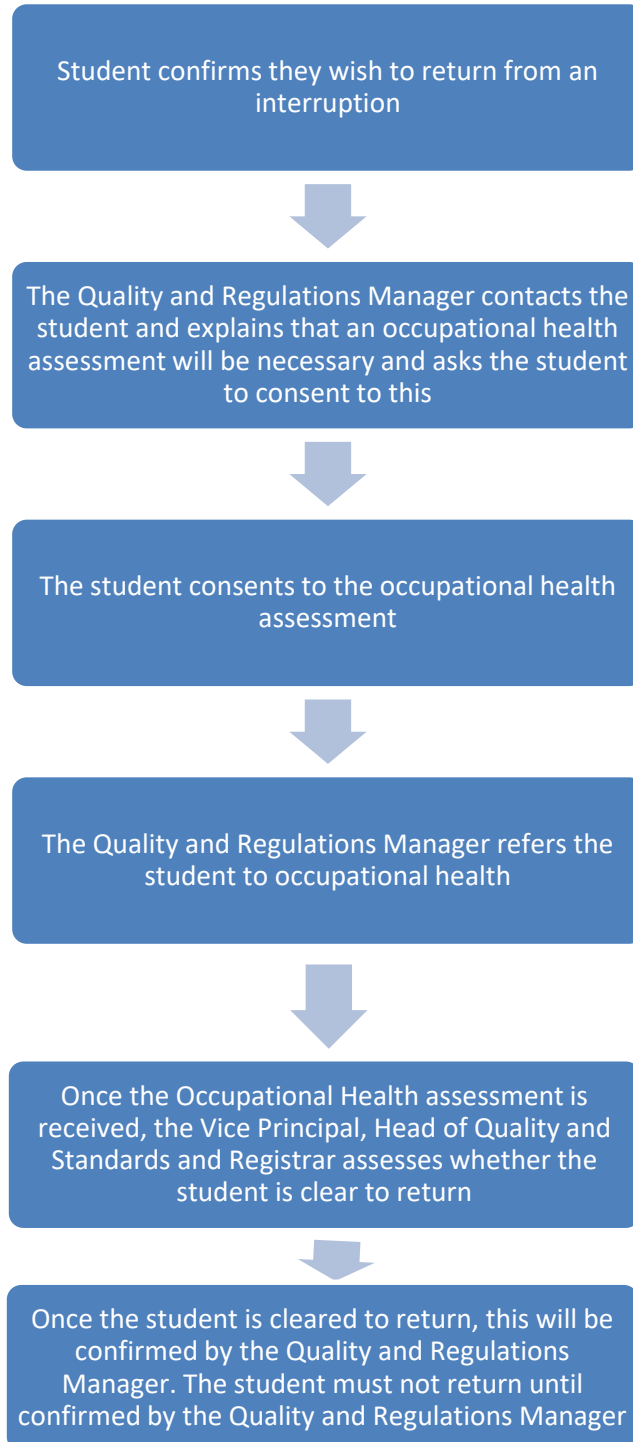
**5. ANNEXES**

**ANNEX A – Interruption/ withdrawal flowchart**





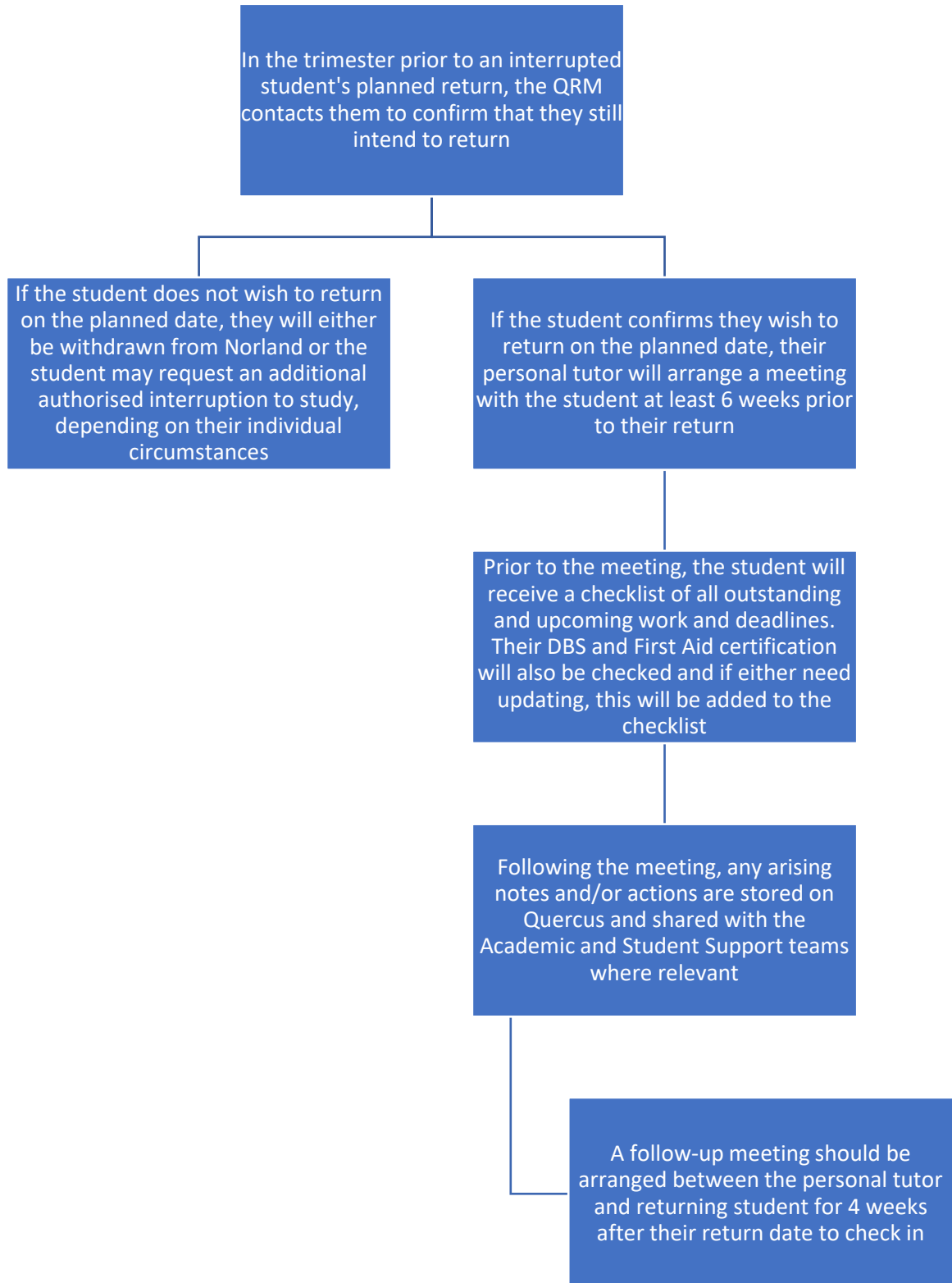
**ANNEX B – Return to Study flowchart (for students who have interrupted their studies for medical purposes)**





Annex C

Return to Study flowchart (for all returning students)





**Annex D**

**Return to Study Checklist**

Student name	
Date of return	
New Set	
Previous Set	
Tutor name	
Date of Return to Study meeting <i>(at least 6 weeks prior to return)</i>	
Date of follow up meeting <i>(4 weeks after return)</i>	

Allocated Academic Teaching Group	Allocated Practical Teaching Group

Please share the student timetable with the returning student.

**Assessments**

Module/Unit	To Do <i>(outstanding or upcoming work)</i>	Deadline	Contact	Student Comments/ Questions

Please ensure you also share the relevant Assessment Deadline Map with the student during the Return to Study meeting.

1:1 offered with the Library Manager for a refresher of the Library/ Discovery

**Placements**

	Expiry date	Action (if necessary)
DBS		
First Aid		

**Welfare Review**

Discussion Points	Student Comments	Staff Comments	Actions



Summary of time away from Norland (e.g. work/ health)			
Friendship groups at Norland			
External social network/ family relationships			
Accommodation			
Finance			
Counselling/therapy			
Mental Health self-assessment (scale 1-10; 1 = very poor, 10 = very good)			
Physical Health self-assessment (scale 1-10; 1 = very poor, 10 = very good)			
Support requirements			
Pre-placement assessment required? Consent given to share basic info?			
Does the student wish to have a Buddy?			
Requests for teaching groups			
Does the student need a PDP?			
IT requirements			
Other requests			
Any other comments			

**IT**

- Student added to relevant email groups (Systemagic)
- Student added to relevant Teams groups (QRM)
- Student added to Moodle groups (Systemagic)
- Student Gateway password reset and sent to student (SRDVM)



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