

# Loughborough College – FE Probationary Period Information Sheet

## Understanding the Student Probation Period

### Overview

At Loughborough College, we are committed to helping every student succeed. To support a smooth and successful start to college life, all FE learners begin their studies under a **Probationary Period**, which typically covers the **first six weeks** of the course. This period allows us to assess students' commitment, attitude, and engagement to ensure they are on the right course and are meeting the minimum expected standards.

### Minimum Expectations During the Probation Period

To continue on their programme, students must meet the following expectations:

- **Maintain good attendance:** A minimum of **95% attendance** is required in all enrolled subjects, including **English, Maths**, and the **main study programme**.
- **Be punctual** to all scheduled lessons and sessions.
- **Complete all assigned work**, including classroom tasks, homework, and independent study.
- **Wear the correct PPE/uniform** and comply fully with **Health and Safety** requirements.
- **Engage fully** in both onsite and online learning activities.
- **Demonstrate a positive attitude**, showing respect to staff and fellow students and avoiding any disruptive behaviour.
- **Comply with College rules** as defined the Student Agreement and College Code of Conduct
- Avoid breaches of the **Disciplinary Procedure**.
- **Unknown absences on the system.** Learners must report their absences via their ILP. It is courteous for them to contact their tutor, but this doesn't populate the registers.

### Monitoring and Communication

Students who are not meeting these expectations will be monitored closely. Parents/carers will be informed if concerns arise. This communication may include:

- **Verbal contact** from tutors or support staff.
- **Written communication** via email or letter to the home address.
- Documentation of all issues and interventions on the student's **Individual Learning Plan (ILP)**.

If a learner, parent, or carer cannot be contacted verbally, communication will still be made in writing to ensure full awareness of the concerns and breaches.

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## Consequences of Not Meeting Standards

Where a student fails to meet the probationary requirements, **evidence for withdrawal** from the college may include (but is not limited to):

- Attendance below 95% in any subject area.
- Poor punctuality.
- Incomplete college work or lack of independent study.
- Breaches of PPE/uniform expectations or Health and Safety regulations.
- Lack of engagement in online or in-person learning.
- Disruptive behaviour or poor attitude toward staff or peers.
- Formal disciplinary action (Stages 1, 2 or 3).
- Breaches of accommodation rules, where applicable.
- Failure to demonstrate improvement and achieve set targets.

All relevant evidence, including records from the curriculum team and student behaviour logs, will be submitted to the **Probationary Panel**, who will make a final decision regarding continued enrolment.

## Support for Students

Our goal is always to support students to meet these expectations. During the probation period, learners may receive:

- Targeted academic and pastoral support.
- Individual tutorials.
- Support plans where needed.
- Access to the college's wellbeing and additional learning support services.

## What Parents/Carers Can Do

- Encourage strong attendance and punctuality.
- Support your young person in completing all coursework and meeting deadlines.
- Maintain open communication with college staff.
- Contact the college if you have concerns or need support in helping your child succeed.


## Full Policy Access

For more detailed information, please refer to the full **Learner Probationary Policy**, available via the following link:

 [Learner Probationary Policy](#)

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For further queries or support, please contact:

**Student Support Services**

 [support@loucoll.ac.uk](mailto:support@loucoll.ac.uk)

 01509 618000

Thank you for supporting your young person through their transition into college life.

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