



Return to Study Policy 2025

Policy Name	Return to Study Policy
Version	3
Date reviewed	May 2025
Next review due	May 2026
Date Uploaded	June 2026



1. Introduction

Procedure for dealing with students who are returning from a period of absence (including ill-health)

This procedure is reviewed on an annual basis.

When a student has been absent from the programme, the following process must be followed before the student can recommence their studies.

Step 1:

Student must attend a Return to Study meeting with the Head of Education (and/or their representative) and the Clinic Operations Manager (and/or their representative).

The purpose of this meeting will be to:

- (a) Review the student's academic record at the point of absence;
- (b) To review clinical hours at the point of absence;
- (c) To develop and agree a plan for the completion of assessments and clinical hours to ensure the student can progress and to identify areas, which could present difficulties.
- (d) To complete a new Fitness to Practice Form via Operoo;
- (e) To complete an Annual Declaration of Professionalism Form for the relevant academic year, via Operoo.

If a student has been absent due to ill-health, there will be a further Step to follow (see Step 2).

Step 2:

Students who are returning from a period of ill-health, must provide documentary evidence from their doctor which confirms that they are fit to return to study. The following questions **must be** addressed during the meeting:

- (a) Is the student fit to be attending the course currently and in particular the clinical element of the programme?
- (b) Does the student have a health issue that may impair his/her ability to engage fully with the course?
- (c) Is the student seeking and receiving appropriate medical care for this/these issues or is there anything additional required?
- (d) Are there any specific measures that the College should consider in order to support the student?
- (e) Does the student currently have health issues that are likely to impact on patient safety as a student or as a practitioner in the future?
- (f) Is the student aware of when and how to seek help should further problems arise?

1. The meeting must be recorded on the pro-forma below and signed by all attendees. If Step 2 has been initiated then answers to each question must be recorded with as much detail as is possible. All documentary evidence must be appended to the form.

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2. The document will be securely stored electronically as per the College's UKGDPR procedures.

Return to Study: Proforma

Please complete this form during the meeting with the student.

Student Name:	
Returning to Year & Cohort:	
Step 1:	Please tick
Reviewed the student's academic record at the point of absence	
Reviewed the student's clinical hours at the point of absence	
Developed and agreed a plan for continuation and the details are: <i>(please include dates of assessments if different to the published dates)</i>	
The student has completed a new Fitness to Practise Form	
Step 2: (to be completed only if a student is returning from a period of ill-health)	Please tick

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<p>Is the student fit to be attending the course currently and in particular the clinical element of the programme?</p> <p><i>(Give details, plus evidence provided by the student)</i></p>	
<p>Does the student have a health issue that may impair his/her ability to engage fully with the course?</p> <p><i>(Give details, plus evidence provided by the student)</i></p>	
<p>Is the student seeking and receiving appropriate medical care for this/these issues or is there anything additional required?</p> <p><i>(Give details, plus evidence provided by the student)</i></p>	

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<p>Are there any specific measures that the College should consider in order to support the student?</p> <p><i>(Give details, to include which other members of staff require this information)</i></p>	
<p>Does the student currently have health issues that are likely to impact on patient safety as a student or as a practitioner in the future?</p> <p><i>(Give details)</i></p>	
<p>Is the student aware of when and how to seek help should further problems arise?</p> <p><i>(Give details of Year Lead support)</i></p>	

Please sign this form to confirm that the above Steps have been completed and that the content detailed above accurately reflects the meeting.

Student Signature		Date:
Head of Education Signature		Date:

All documents must be returned to the Head of Education – Angela Carryer
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