

ADDITIONAL LEARNING SUPPORT POLICY

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Equality Assessment: Director of Student Services and Inclusion

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Version and Date		Actions/Notes
1.0	September 2024	NA
2.0	August 2025	Amendments made to support available Referral Process updated to reflect job role changes Added section to outline support for students requiring medicine during college hours Updated access to specialist support via external agencies Updated information on Study Skills Centre
3.0	July 2026	Updated job titles

Approved by SMT: September 2026

Approved by Corporation: NA

Date of Next Review: August 2027

Related policies or procedures or parent policy if applicable: Equality, Diversity & Inclusion Equity Policy
Exam Access Arrangements Policy

Groups/bodies consulted in the development of the policy: Disability Service @ MMU
Cheshire East Local Authority SEND

To be published on College Website: Yes

To be published on Student Hub: Yes

ADDITIONAL LEARNING SUPPORT POLICY

Purpose

The College is committed to inclusive learning by working with learners, their carers or advocates and College staff to create an environment in which learners are not disadvantaged because of their additional needs.

The purpose of the policy is to highlight the College's commitment to inclusive learning and provide process and procedural information.

Scope

All learners are entitled to apply for Additional Learning Support (ALS).

Any support for students funded via the Advanced Learning Loan will be funded through the Advanced Learning Loan Bursary (see ALLB policy).

Those on Higher Education Courses may need to apply for additional funding for their support via the Disabled Student Allowance (DSA). They should discuss their circumstances with the Special Provision Lead in the first instance who can advise them accordingly.

Those on full cost courses (where no public funding is available for ALS) will need to discuss with the Special Provision Lead what support may be available or if there is the possibility to purchase any additional support.

All staff must be aware of the College policy and referral procedures surrounding ALS.

Policy

ALS helps to mitigate the barriers to learning that some individuals may experience and to support learners in reaching their potential and achieving their goals.

Through ALS we will strive to reinforce the College's aim to attain outstanding status by supporting all curriculum areas in their endeavours to meet retention and achievement targets.

Process

Support

Learners or applicants may refer themselves, or be referred by their Personal Tutor, curriculum/class teacher or learning mentor to the ALS service at any point. Each learner will be entitled to a formal and confidential assessment of needs to establish an appropriate form of support for them. The results of the assessment will be shared with the teaching staff to ensure correct support in the classroom

ALS staff will produce a suggested learning support plan which may include one or more of the following:

College will aim to provide support in the following areas

- Adaptive equipment and technology
- Note taking or material adaptation
- Communication or signing
- Reading or scribing
- Small group support by appropriate staff
- Learning Facilitators (LF) in classes and workshops
- Examination access arrangements

- Access to specialist support from external agencies where appropriate.

A more detailed description of the individual support services can be found in [Appendix 2](#).

Review

The Special Provision Lead will review the classroom support provided on a regular basis via a meeting with the student and mid-year/end of year questionnaires to be completed by the student and the ALS team. The Special Provision Lead will also support the writing of the annual report for presentation to the Equality and Diversity Management Group.

Students receiving 1:1 support for Maths and/or English in the study centre will be reviewed by the use of a questionnaire at the end of their 6-week block. The results will be included into the end of year Study Centre report.

The performance of the ALS service will be reviewed through the College's High Needs Self-Assessment Report and also via input into termly Curriculum Area Performance monitoring meetings.

Education, Health and Care Plan

The Special Provision Lead will represent the College at incoming student transition reviews to ensure needs are identified in advance.

Where a student has an Education, Health and Care Plan this will help guide the support required from the College for the student.

As part of this process the plan and support will be reviewed on a termly basis with the student whilst there will also be a formal annual review.

Information, Advice and Guidance

The ALS team will discuss any questions or concerns that learners may have. In addition, they provide advice and guidance to staff across the College to help them fully include learners with needs in all classes and to adapt learning materials and develop appropriate teaching strategies.

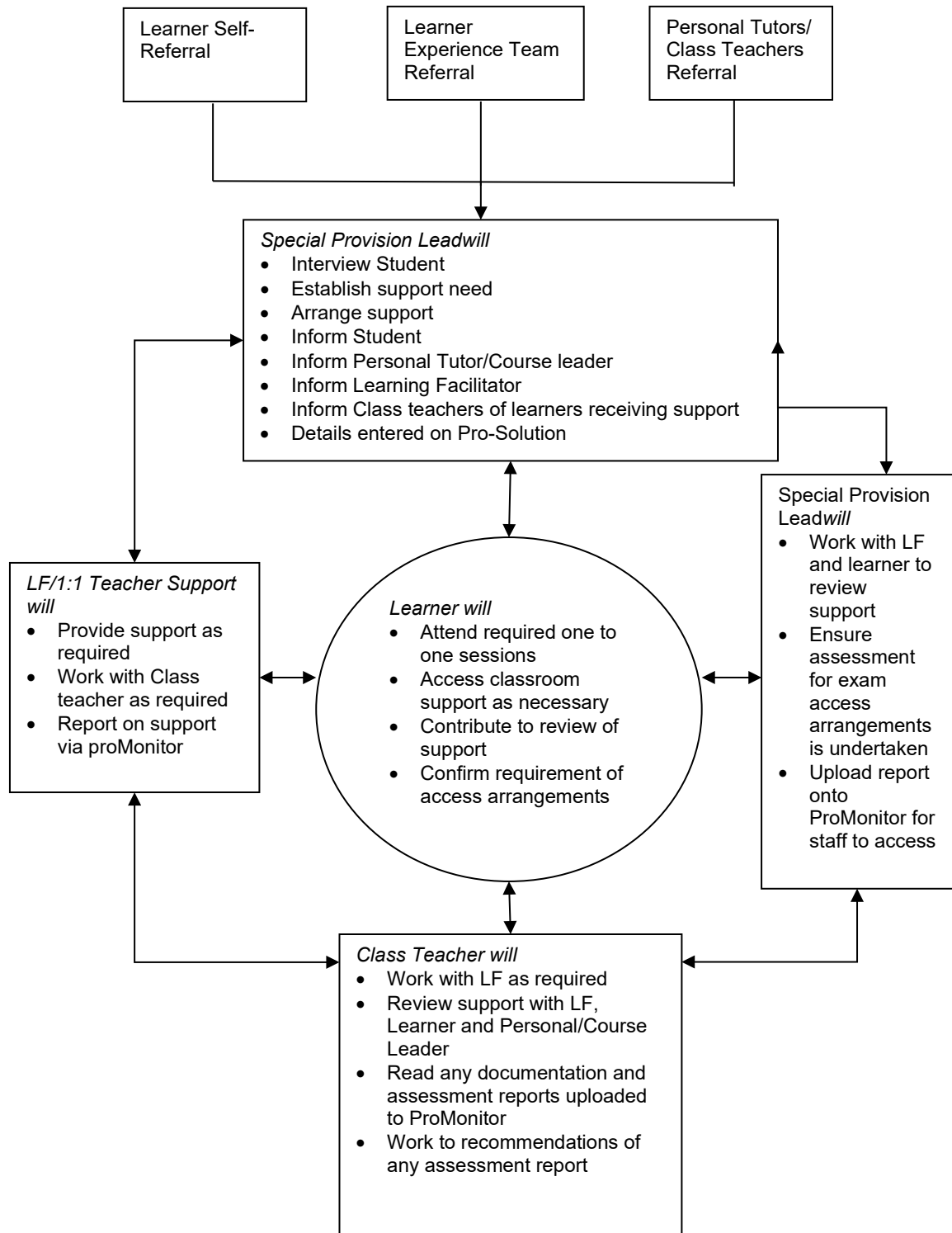
Tracking and Monitoring

Learners who receive ALS will be tracked and monitored through:

- College standard procedures using promonitor
- Reviews with the Specialist Provision Lead
- Learner mentor reviews
- Performance management reports for individuals and courses

Appendix 1

Referral Process



Appendix 2

Additional Learning Support services

1 Formal and Confidential Assessment of Needs

Making an Appointment with Learning Support

Potential learners with support needs go through the same admissions procedures as other potential learners. At any stage they can speak to the ALS team about their needs. If they require support when meeting college advisers, this will be provided.

Specifically, potential learners or their advocates can see the ALS team by:

- Contacting the Special Provision Lead/administrator directly. An appointment will be made to see them and discuss their needs.
- Ticking a box on the application form. This will not affect the application. On receipt of the application form, contact will be made to arrange an interview.
- Asking to see ALS when they attend an interview with careers, student services or the course team. ALS will be informed and the potential student or their advocate will be contacted to arrange an appointment.

Individual Needs

- All learners who request support will have their individual needs assessed in confidence by the Special Provision Lead
- If a specialist is required to assess the learner's individual needs this will be arranged.
- Sometimes a learner's school or other organisation will need to be contacted to obtain information. This will only be done with the learner's agreement.

Dyslexia

- Anyone who has a strong indication of dyslexia will be signposted for a full diagnostic assessment.

2 Learning Support Plan

Following the ALS assessment, a Learning Support Plan will be agreed including the outcomes of the assessment, between the learner and the ALS team. The plan will be implemented by the start of term or within 10 days of the agreement. The plan can include one or more of the following types of support.

Adaptive equipment and technology

A wide variety of resources are available for use by learners with learning difficulties or disabilities to improve access to their chosen course. These include:

- Laptops
- Ancillary computer equipment such as large screens, wireless and large lettering keyboards, keyboard overlays, reading pens, tracker balls and joysticks
- Specialist software
- Digital voice recorders
- Loop system communicators.

Whilst the College always tries to meet individual needs, it cannot guarantee exclusive use of any piece of equipment.

Medication Management

The College is committed to supporting students with medical needs, including those who require regular or emergency medication during the college day. Where appropriate, ALS staff will work in partnership with students, parents/carers (if applicable), and healthcare professionals to ensure safe and discreet access to medication. Reasonable adjustments will be made to accommodate individual needs. All staff involved will receive appropriate training and guidance to support students safely and respectfully.

Note taking or material adapting

Learning Facilitators are available as note takers for learners. In addition, materials can be adapted for learners with reading or sight difficulties.

Communication or signing

Sign language support can be provided for learners with hearing or communication needs in classes or workshops as appropriate.

Examination access arrangements

We will arrange for an assessment to be undertaken by an appropriately qualified specialist assessor to determine access arrangements or reasonable adjustments required for examinations and assessments. These arrangements could include extra time, enlarged or coloured examination papers, supervised breaks, access to a smaller exam room, use of specialist equipment as required or a variety of other adjustments. We will ensure we apply for access arrangements within awarding body timescales. Regulations by awarding bodies vary and are constantly changing. We are committed to staying abreast of these changes and will advise learners accordingly. Please refer to the Exam Access Arrangements Policy

Access to specialist support from external agencies

We work with many specialist agencies such as the Sensory Inclusion Service and the Speech and Language therapist.

Study Skills Centre

Support can be made available to learners for Literacy and Numeracy, assignment organisation & writing through additional sessions in the Study Centre.

Learning Facilitators in classes and workshops

Where a group of learners has identified needs, a learning facilitator is present in classes to support individuals or small groups as directed by the class teacher.

Review of the Support provision

- All learners can ask to have their support reviewed at any time.
- All learners will be asked for their views of the ALS service and support via a termly questionnaire either conducted by the Special Provision Lead or via their personal tutor.
- Learning facilitator input is assessed through the Observation of Teaching & Learning policy.

Appendix 3

ALS For Higher Education and Full Cost Courses

Additional Learning Support at the College comes under 3 separate Tiers, depending on the course and funding.

Tier 1:

Tier 1 support is support that's available to all learners. These types of support could be considered everyday adaptations to the Course.

These include:

- Initial advisory Additional Learning Support Consultation
- Coloured Handouts
- Modified Handouts (enlarged)
- Emotional Support Plan
- Behavioural Support Plan
- Specific Risk Assessment meetings
- Access to College Counsellor

Tier 2:

Tier 2 Support is support for Higher Education (HE) learners that can only be accessed via the Disabled Student Allowance (DSA) and successful application for funding.

These Include:

- Specific 1:1 Maths Sessions
- Specific 1:1 Literacy Sessions
- Specific 1:1 Organisational Sessions
- Specific 1:1 Dyslexia sessions
- Adapted Software
- Modified equipment
- Exam access arrangements including extra time, reader, scribe etc

Tier 3:

Tier 3 Support is support for Learners on Full Cost Courses (where there is no funding available to cover specialist ALS) that can be accessed through the student "buying" in the appropriate support for their need

These include:

- Specific 1:1 Maths Sessions
- Specific 1:1 Literacy Sessions
- Specific 1:1 Organisational Sessions
- Specific 1:1 Dyslexia sessions
- Adapted Software
- Modified equipment
- Dyslexia Assessment
- Exam Concessions where specifically recommended by a qualified specialist and successfully applied through the examination board/university.

Costs will be provided to the student on an individual basis.