



# Learning Support Policy

Learning together for success and progression



# Learning Support Policy

Trustee Committee Responsible:	Curriculum and Quality Committee
Trustee Lead	Link Trustee - Safeguarding
Nominated Lead Member of Staff:	Assistant Principal, Safeguarding and Support
Status and Review Cycle:	3 years
Current Review:	July 2024
Next Review Date:	July 2027

## Aims

Godalming College's fundamental aim with regard to Learning Support and students with special educational needs and disabilities (SEND) is to ensure equality of opportunity for all students and to offer a wide and varied curriculum for each student in order that they can become an effective learner, able to achieve their maximum potential. We recognise the importance of effective study skills and actively seek to promote these as students make the transition from secondary school to College as well as helping them to prepare for progression to University, employment, apprenticeships or other routes.

The College seeks to identify students with SEND as early as possible in order to provide appropriate learning support and liaises with local schools to ensure prior identification is shared.

## Key Objectives

Learning Support at Godalming College is a whole College approach. Staff throughout the College are made aware of the specific needs of those students with specific learning difficulties and strive to ensure such learning needs are met and any physical disabilities accommodated

The Learning Support approach at the College is designed to enable students to perform to their full potential and be as independent as is practicable

The College mission is 'Learning together for success and progression'. This applies to all students, and we put emphasis on helping SEND students to become more effective at the process of learning. The College supports students to positively transition from school to sixth form study by familiarisation with the Learning Support Manager through the application process for students with Education and Health Care Plans (EHCPs) and Learning Support Facilitators on our Going to Godalming Days

During their orientation at College, all new students are screened for literacy needs. In addition, those students who have declared learning support needs / SEND are required to meet with the Learning Support team at enrolment, or indeed at any time throughout their studies. The College also trains staff to identify learning needs to support and refer students who may have been previously undiagnosed

The College offers extensive support for SEND students to successfully progress to their next steps whether that be higher education, apprenticeships, further training or employment

The College recognises its statutory duties in relation to the SEND Code of Practice for all students between the ages of 16-25 and will use its best endeavours to secure the special educational provision that the student needs



## Roles and Responsibilities

The Learning Support Manager is responsible for all aspects of learning support in the College. The Learning Support Manager liaises with relevant departments such as the Student Guidance team, Exams and



In-class support is provided to specific students on A Level and BTEC Level 3 courses only if these students have an Education and Health Care Plan (EHCP) and/or are high needs students.

Wherever possible, assistive technology such as laptops, and voice recognition software, will be encouraged. Wherever possible, students will be encouraged to practise their exam access arrangements as their normal way of working, as defined in the Exam Access Arrangements Policy.

The College recognises that effective Learning Support is underpinned by good information gathering prior



## Educational Psychologist Reports

We are unable to accept privately commissioned reports on their own as detailed in Exam Access Arrangements policy.

## Student Disclosure and Referrals

There are a number of ways a student can be referred or refer themselves to the Learning Support Department. Students may be identified by their previous school, through pre-enrolment communications, at interview, by a member of staff during enrolment or orientation, or at any stage of their course.

Alongside screening assessments, students have a number of opportunities to refer, including:

- Declaring on the College application form
- During the Course Advice Session (parent or student)
- During Enrolment
- During Orientation screening
- Teacher referral

The College needs to record all disclosures formally so that information can be shared with staff that need to know. Sometimes a student may make a disclosure later on in the academic year. Likewise, staff may identify that a student may require support for an issue. Every effort will be made to accommodate such late disclosures and referrals with students accessing support, but Exam Access Arrangements may not be possible due to Exam Board deadlines, and the need for a 'normal way of workg

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