



ADDITIONAL LEARNER SUPPORT POLICY

Originated by:	Learning Support
Created on:	2010
Last Reviewed:	February 2013
Reviewed by:	Director Teaching & Learning/Learning Support Manager
Review Frequency:	3-yearly
Next Review Due:	February 2016

1. Policy Statement

Fareham College regards every student as an individual. The Learning Support Team provides a highly effective support network across the college. We aim to provide high quality support to students with learning difficulties and disabilities enabling them to achieve on their chosen course.

The college will make available support to help students achieve their full potential. This policy links to our policies and strategies relating to Equality and Diversity, associated legislation and the Learning Support Handbook for Staff

2. Application of Policy

- 2.1 Wherever possible the college will attempt to be anticipatory in our readiness to provide for students in need of learning support
- 2.2 Fareham College will make support available to those in need at each stage of their learning experience with us. We will do this by:
 - Liaising with schools and developing links with potential students and their families at events such as open evenings and taster sessions
 - Obtain appropriate information relating to student support needs from feeder schools within the legislative framework of the Data Protection Act and Freedom of Information Act
 - Marketing materials to have specific reference to the support services available at the college
 - Encourage disclosure of support needs at the application stage and subsequently at interview
 - Complete screening assessments for numeracy and literacy at interview
 - Provide further specialist screening on course where required
 - Encourage students to make any disclosures relating to support needs at enrolment, induction and via the tutorial programme
 - Students to complete a free-writing exercise during induction to support assessment of learning support needs
 - Students can self-refer to the Learning Support Team at any time
- 2.3 Learning Support provision will be via one to one, small group sessions or in class and will be determined by the Learning Support Manager, following consultation with students and/or parents and relevant teaching staff where appropriate. Assistive technology is available for loan by students in order to encourage independent learning.
- 2.4 Where identified, Learning Support will be considered an integral part of a student's programme of study. There is an expectation that students will take up an offer of support, continuation of which will be by negotiation with the individual.

- 2.5 Fareham College will support the integration of students with additional learning support needs into an appropriate course by providing suitable support for each individual.
- 2.6 We will offer students support including Maths, reading, spelling, language, study techniques and loaning of specialist equipment. We offer specialist services according to need. Every case is considered individually. Contact can be made at any time during the year preceding entry.
- 2.7 We make applications to the relevant examination boards for students eligible for special exam arrangements. Assessments or updates to reports are completed in house.
- 2.8 This policy also applies to students who have a medical condition which has an impact on learning.

3. Other relevant policies

- Equality and Diversity Policy
- Data Protection Policy

4. General

This policy will be reviewed annually by the Learning Support Manager and should be read in conjunction with other relevant policies.

Learning Support 2012/13

The support team has a finite amount of staff resource and must prioritise requests accordingly.

Prioritisation of support according to need will vary according to the severity or complexity of individual cases and no category automatically assumes precedence. The exception to this is basic literacy/numeracy need which will not be classed as a priority.

A general guide to the prioritisation and distribution of support comprises:

- Hearing Impairment
- Visual Impairment
- Physical/medical disability
- Autism Spectrum Disorder
- Specific Learning Difference
- Speech, language, communication difficulty
- Other disability
- Learning disability – moderate/severe
- Learning difficulty – general: literacy/numeracy

Information concerning individual support need is available on the college intranet and can be found on the ALS database via Dash or from the intranet address bar..

Please contact **Jan Lancaster or Naomi Edgson** if you wish to clarify the availability of support for your students.

Referrals for one to one sessions can be made throughout the year. Students can access the drop in Study Centre facility in E108.via tutor/lecturer or self referral.

Jan Lancaster ext 271 Learning Support Manager

Naomi Edgson ext 336 Study Assistant Coordinator

Susan Rogers ext 179 Admin assistant