

Policy for Students with Additional Needs

Version No	Purpose/Change	Lead	Date
-	Reviewed – no changes	BW	September 2022
6.0	Reviewed and updated	BW	September 2023

Wilberforce College is committed to provide support for students with additional needs. This commitment results from a desire to meet the needs of the community that the College serves.

The definition of a student with additional needs includes any student who requires extra support to achieve his or her potential, for example, students with learning difficulties, physically disabled students, students with emotional difficulties and also gifted students.

The College will endeavour to respond to the needs of any individual for whom our curriculum offer is appropriate.

In order to meet this commitment to students with additional needs the Study Support Department and the College will:

1. Liaise with partner schools to ensure effective links with Special Educational Needs Co-ordinators and other appropriate parties.
2. Provide access to the College curriculum offer for prospective students by means of school visits, open evenings and individual visits.
3. Undertake to facilitate the transfer of student information and Statements of Special Educational Need, education health care plans (EHCP) where relevant, from partner schools and other institutions.
4. Ensure that all relevant additional needs students meet support staff and agree a programme of individual support before enrolment to aid smooth transition to college.
5. Provide individual and specialist counselling at enrolment as appropriate.
6. Provide additional information to staff about those students with a specific need.
7. Ensure full involvement in the College induction programme.
8. Facilitate integration into the academic, social, enrichment and recreational programmes of the College.
9. Regularly assess progress and set appropriate targets based on academic performance and also career aspirations.
10. Ensure that all qualifying students receive special examination considerations.
11. Provide a resource bank of suitable learning materials and appropriate equipment.

12. Make reasonable adjustments to the College environment to facilitate full involvement in the College's programmes.
13. Provide a supportive pastoral framework with individual support for personal and social needs.
14. Provide experienced and qualified support staff.
15. Annually review provision with staff, students, parents and relevant parties in accordance with the *Children and Families Act 2014* and *Code of Practice*, report outcomes and make appropriate changes.
16. Ensure students have access to impartial careers advice. All students with an EHCP will be offered a 1-1 CEIAG appointment with a level 6 qualified adviser each year of their study programme. All relevant careers related transition information will be appropriately recorded on their Annual Review.
17. Liaise where and/or when appropriate with external agencies including Local Councils, Connexions, Social Services, Educational Psychologists, Hearing and Visually Impaired Services to plan for further progress both within and beyond college.

Please note: that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances.