

## Special Educational Needs and Disability (SEND): Local Offer

Version No	Purpose/Change	Lead	Review Date
<i>Previous versions are available.</i>			
8.2	Reviewed – minor changes	SDE	September 2025

**College details:** Wilberforce Sixth Form College  
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### Accessibility and inclusion

The campus is conveniently located for all public transport and our facilities cater well for the needs of our students. All information, facilities and resources are available to all students and made accessible where necessary. The college is fully wheelchair accessible and there are accessible toilet facilities throughout the college. There is a medical room with hand washing facilities, shower, toilet, medical bed, and lockable storage area. Our teaching and support teams work hard to meet the needs of individual learners including:

- Applying a range of teaching strategies
- Additional study support – in and out of class and the promotion of independent learning.

### Study programmes

The college offers a range of courses for students primarily at Level 2 and 3, as displayed on the college website. Applicants undergo subject based initial assessment and where appropriate general initial assessments to determine which study programme best suits their need, and what, if any, additional support is required. The Virtual Learning Environment (VLE), Microsoft Teams and Microsoft 365 are used to enable students to access learning resources and activities. All students are set summer bridging work to complete prior to their enrolment, which also helps identify any support needs.

The Study Support Manager attends Year 11 Annual Reviews/Transition Meetings at partner schools to collect information on prospective students and ensure a smooth transition. The college provides a wide range of support including classroom-based support and intervention in one to one and small group settings. A transition/taster event is run in June to support

students who have applied to the college, which helps to build confidence prior to the start in September.

The college works within the examination board guidelines to put into place appropriate Access Arrangements. Individual teachers are responsible for making lessons accessible to all.

The college Careers Manager works closely with the Study Support Manager and all other relevant staff to ensure that any student classed as High Needs have access to impartial and tailored careers advice. This involves one to one appointments, providing careers information, advice and guidance in a range of formats, and ensuring that High Needs students have accessible and suitable careers advice at hand. High Needs and SEND students are followed up on a regular basis by the Careers Manager to ensure they have access to the best progression opportunities and if appropriate support from the college's employer engagement department

### **Progress monitoring and review**

The college will work with the local authority as required for review meetings with learners with Statements or Education, Health and Care (EHC) Plans. EHC Plans will be reviewed on an annual basis, throughout the academic year, in line with statutory guidance for reviews.

Progress of other students with SEND support needs is regularly monitored in line with college assessment procedures. Internal tracking systems are used to highlight progress of individuals as well as identified groups. Progress data is shared with parents /guardians in written format, as well as at Consultation Evenings.

The Study Support Manager is available to discuss individual students at any point and parents and prospective students are able to visit the college prior to enrolment to view the facilities and discuss support.

All students complete an Individual Learner Plan (ILP), which focusses on target setting based on career aspirations. Students also record their work experience and also their employability skill development. Students set targets which support them achieving their long-term career goals. All students with an EHCP are invited to attend a careers guidance appointment once every year of their study programme, and will be supported with exploring employment and further study options.

### **Safeguarding**

The college is committed to ensuring the safety and wellbeing of all learners. All details of the college's policies on supporting learners and safeguarding are available on the college website. The college is well served by disabled parking bays very close to one of our entrances. This is also a dropping off bay for those students who arrive in taxis.

### **Health (including Emotional Health and Well-being)**

The Health and Safety Manager or a representative meets with students and/or parents to obtain all the necessary information and notes which are then held centrally. In the case of a medical emergency, a designated first aider would be summoned to assess the situation, and provide appropriate treatment or care, or if needed, call for external help from the emergency services. All students have access to an on-site counsellor and a Student Services

Support Team. In addition we have excellent links with a number of external agencies that deal with sheltered housing, mental health support etc.

## **Communication**

Parents are provided with all the appropriate contact information. We actively welcome communication with parents and carers. Full details on how to contact staff and which member of staff is the most appropriate contact is given on the website or via Reception.

Staff visit partner schools during transition from secondary school or training and the Study Support Manager regularly attends review meetings for year 11 students who are coming to college to meet parents and assess what arrangements we need to put in place to best meet the students' needs.

Student academic assessment is reported to parents at regular intervals throughout the college year. Academic Mentors, Teachers and Student Services staff monitor attendance and liaise with parents to discuss attendance and progress.

## **Working together**

The college welcomes opportunities to work with stakeholders (students, parents, corporation, staff, the local community etc).

The college works with a range of external agencies on a variety of topics and in a number of areas. The college has an active Student Union which meets on a weekly-regular basis.

Parents are encouraged to provide feedback after visits to college and on parents' evenings. Students with additional needs and their parents/carers are able to make their views known in the feedback section of the Annual Reviews.

An update on support for all students is reported to the Governing Body regularly.

## **What help and support is available for the family?**

The college Student Services function provides a range of activities to support families, such as working with external agencies to help offer solutions. Impartial careers advice and guidance is available to all students. A wide range of external agencies, technical education providers and Universities are invited into College to assist in this delivery. Students are given support in completing applications and especially in the completion of UCAS forms for university applications. There is a Bursary Fund for students who are eligible, including free schools meals.

## **Transition to and from college**

Close links exist with schools to support the transition of young people with SEND. A range of activities are put in place to support the transition from school and in progressing from college. A very successful transition event (SmartStart) is held in June/July and invitations are sent to students who our feeder schools believe would benefit from this support for transition.

The college has a Liaison Team who attend parents' evenings, careers evenings and other appropriate school events. Year 10 students in our feeder schools are offered career focussed

events at the end of the summer term before year 11, which enable them to make informed course choices based on their career aspiration. When aware that a student with additional needs is joining the college, every effort is made for the Study Support Manager to attend year 11 review meetings, meet parents and ensure a smooth transition process for the student.

## **Enrichment**

A wide range of 'upskilling' activities are offered to all students, with support provided where necessary. There is a range of enrichment activities available to all students via the college's 'Upskilling Programme'. For more details, please visit the college website.

*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.*