

ADDITIONAL LEARNER SUPPORT POLICY

1. Rotunda regards every student as an individual. The 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 and associated legislation.

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 Rotunda will make support available to those in need at each stage of their learning experience with us. We will do this by:

- 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 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 team, following consultation with students and/or parents and relevant teaching staff where appropriate. Assistive technology is available for 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 Rotunda 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 use of specialist equipment. We offer specialist services according to need. Every case is considered individually.

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 CEO and should be read in conjunction with other relevant policies. 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.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	09/04/2024	Annual	10/04/2025	