Learning Support Policy			
Current Status:	Operational	**Last Review:**	March 2024
Policy Owner:	Head of SEND Services	**Next Review:**	March 2026
Roles Responsible for Review:	Learning Support Managers SENDCo	**Originated:**	December 2022
Approved by:	SET Curriculum	**Committee:**	
Type of Policy:	Staff / Students External)	**Quality Assured by:**	

1. General/Summary

1.1. This policy applies to all staff and any other personnel associated with West Suffolk College (WSC) to ensure identified students are provided with Learning Support.

2. Aims

2.1. Students identified with recognised Special Education Needs (SEN) or a Learning Difficulty and or Disability which may present a barrier in terms of their learning and progression within their agreed individual study programme.

3. Responsibilities

3.1. WSC is committed to supporting all its students, including those with additional needs, in achieving their educational and personal goals, and strives to provide appropriate and effective support to reflect this.

3.2. WSC's Learning Support will reflect the requirements laid out in the latest SEND reforms guidelines and the SEND Code of Practice. See SEND Policy (March 2024)

3.3. All students have learning needs, and some have additional learning needs, regardless of their level of study. Most students will have their needs met within Teaching, Learning and Assessment frameworks, but a number will require additional learning support (ALS).

3.4. Learning Support provision is most effective when based on an early identification of need. Students will be provided with a series of opportunities to disclose learning support needs and every disclosure made will be followed up.

3.5. The Learning Support Team will follow up disclosures of need and referrals and will work with students in assessing their needs and determining appropriate support measures.

3.6. All students on mainstream programmes who have an Education and Health Care Plan (EHCP) will have a SEND Profile and Individual Learning Support Plan

(LSP) which outlines their identified needs, support strategies and intended EHCP Outcomes. All students on Supported Learning programmes will have a learning support plan drawn up by the curriculum team.

3.7. Although support plans will be guided by the content of their EHCP, students will be consulted regarding the best strategies to support their needs.

3.8. Learning Support Plans will be formally reviewed with the student at least once per term and informally on an on-going basis as required.

3.9. If students have additional support needs but do not have an EHCP they may be asked to provide relevant and up-to date documentary evidence of their additional needs.

3.10. Where appropriate and with the agreement of the individual student, the Learning Support Team will work in partnership with colleagues in other sectors, institutions, and agencies to confirm the nature of the individual's need and relevant details of support measures previously in place.

3.11. As we aim to promote students' independence, the College's core working relationship will remain with the student and as such communications will be directed to or through the student where the student has capacity. Parents/carers will also be involved fully where there is a need to reiterate or underpin important information.

3.12. Course teams will be advised on appropriate strategies to support learners. Where additional learning support staff are required, they will be allocated on a priority basis involving the SENDCo, Learning Support Manager, Learning Mentors, Personal Progress Tutors and Course Directors. A cross-college, team approach is essential in ensuring robust, effective support is provided to all students who require it.

3.13. All learning support activities will be recorded to review progress against EHCP outcomes for students with EHCPs. Provision of support for high needs funded students will be monitored to track costs and assess the impact of additional support measures. Student progress in relation to achievement of their main qualification aim and EHCP Outcomes will be monitored.

3.14. The Additional Learning & SEND Support Handbook (04.16.02) contains the detailed information and guidance for all staff.

Revision History – Policy name

Revision date	Reason for revision	Section number	Changes made
March 2024	Systematic review		Re-formatted to new standard Policy format.