

NORTON RADSTOCK COLLEGE

Title:	STUDENT LEARNING SUPPORT
Purpose:	To enable learners to access the provision of specialised additional support.
Scope:	Applies to all learners.
Responsibility:	Senior Manager Student Support; Additional Support Co-ordinator
Method:	<p>Referral: Pre-Entry – by student, parents, tutor, external agencies, Work-Based Learning (WBL) Team. On-Entry – by tutor, student, WBL Team.</p> <p>Pre-Entry:</p> <ul style="list-style-type: none"> • The student's support needs are recorded on the Interview Form and details passed to the Additional Support Co-ordinator. • If appropriate (for 16-19 year olds) details of support needs are requested from the student's secondary school and/or Connexions. • Relevant details are extracted and Heads of Schools informed of the student's support needs. An indication is given of the likely additional support to be given. • In cases where a student's support needs are complex the Additional Support Co-ordinator will arrange to see the student prior to entry. <p>On-Entry:</p> <ul style="list-style-type: none"> • Additional Support Referral forms are issued with registers and are also included in the Tutors Handbook. • On identification or disclosure by the student of support needs tutors or admissions staff complete an Additional Support Referral Form and forward it to the Additional Support Co-ordinator. • The Additional Support Co-ordinator will arrange to meet with the student to discuss and further assess needs. • In liaison with the student, vocational and personal tutors or workbased-learning (WBL) team, an individual Learning Support Programme is devised and resources allocated. • (For WBL students endorsement of their learning needs will be sought from Connexions.) • The student signs an Additional Learning Support Agreement Form, which gives details of the support. A copy is held on the student's central file and another forwarded to their vocational/personal tutor. • The Additional Support Administration Officer completes the relevant LSC forms, if required, and arranges for the student to sign them. • The information is entered into the appropriate M.I.S. system – e.g. the college ISR or WBL PICS. • Additional support is monitored regularly and the progress of the student recorded. Allocation of resources are reviewed termly and adjustments made as required.
References:	Additional Support Referral Form; Learning Support Programme; WBL Endorsement Form; Additional Learning Support Agreement Form.
Current From:	September 2003
Date of Review:	August 2004
Procedure Identification Code:	S5-2 (alterations to previous version marked on right)