

## NORTON RADSTOCK COLLEGE

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