

## **Understanding Referrals to Additional Learning Support (excluding Exam Access Arrangements)**

Most students who declare a learning need, including those with EHCPs, will be supported by their teaching teams in class using quality first teaching. Teaching staff can find out more about the needs of their classes via the group profile reports on ProSolution, and via uploaded documents on Promonitor, once students are enrolled.

Support is available from the ALS team to review needs and support strategies by the teaching teams.

A very small percentage of students will be eligible for local authority funded support in class – this is agreed by the local authority based on the student’s EHCP and funds our teams of LSAs across all campuses. Out of class support will focus on underlying barriers to achievement and progression to adulthood.

### **Before Enrolment**

At application students who declare additional needs are sent a support needs questionnaire and medical needs questionnaire to complete and return to the ALS teams on their chosen campus.

This includes students with Education, health and care plans, whose statutory provision requirements are reviewed and assessed alongside any support needs questionnaires before enrolment.

Students declaring needs during the enrolment process are added to any provision plans for the start of term, as appropriate.

### **Start of term**

Students on the pre-enrolment provision plans are contacted before October to inform them of the support available and that their provision will be made available during the academic year. Support around medical risk assessments, safe spaces and agreed in class support will be made available in the first week of term.

Students are prioritised for support by:

- EHCP Statutory Provision
- Risk Assessment
- Level of need
- Other barriers to learning (e.g. LAC)

## **Referrals in year**

Tutors can refer at any time to the ALS team via the Student Comment process. Students will be added to the waiting list of the most appropriate team to support them with the identified need. Urgent concerns can be discussed direct with the Learning Support Manager for the campus before a referral is made.