



SEN and Disability Local Offer: Burnley College

BUILDING FUTURES C HANGING LIVES

We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.



I. Accessibility and Inclusion

At Burnley College, we pride ourselves on the comprehensive arrangements we have in place to support our students. We are a friendly and inclusive college whose aim is to treat everyone individually and give them access to support they need to be successful in their chosen field. We have high expectations of our learners, and our primary aim is to support anyone with an identified special educational need or disability to reach their full potential in relation to learning and career aspirations.

Learners applying to college who have an identified learning difficulty or disability have the opportunity to discuss the support provision with a member of the Learning Development Team. A full assessment will be completed, with all available information, to ensure that any reasonable adjustments that can be made are made within the College's best endeavours.

The College offers a wide range of assistive technology to support learning and independence. This will be based on assessment and tailored to individual need.

- Screen reader technology
- Height adjustable furniture
- Specialist keyboards
- Software and apps for mind mapping
- Reading pens
- Recommended apps for support with writing, spelling, organisation, memory, etc.

Acronyms Key:

- *ALS – Additional Learning Support*
- *EAA – Exam Access Arrangements*
- *EHCP – Education, Health, and Care Plan*
- *ILP – Individual Learning Plan*
- *LA – Local Authority*
- *LDT - Learning Development Team*
- *LSS – Learning Support Summary*
- *SENCO – Special Educational Needs Coordinator*
- *SEND – Special Educational Need or Disability*
- *SSP – SEND Support Practitioner*
- *YPS – Young Peoples Services*

2. Study Programmes

We provide direct support to individual students, over and above that which is normally provided in a standard learning programme that enables them to work towards their learning goals. The need for learning support may arise from a learning difficulty and/or disability, or from support required to access a progression opportunity, employment, or from literacy, numeracy or language support requirements.

Any learner requiring support will have the opportunity to have an assessment with a learning support specialist to draw up a learning support summary which is a personalised support plan to meet their individual needs. We offer a range of support to help make sure individual students achieve their learning goals. The LDT will work directly with tutors and students to respond to individual learning needs.

We aim to make students as independent as possible, and build up resilience, by negotiating a programme of support which meets the identified needs of the student and makes best use of the available resources.

The LDT is comprised of several roles to provide effective learning support across College: Additional Learning Support Manager, Transition and Inclusion Officer, EHCP Officer, Specialist Learning Support Co-Ordinator, EAA Assessor, an Administrator, and SSPs.

We provide a range of support, and this can include:

- In class SSP support for those identified as needing this
- Support with English and maths
- Academic and study skills mentoring
- EAA – assessments to establish the need for exam support
- ALS and ILP guidance for apprentices and adult learners with an identified need
- Excellent links with specialist agencies to guide and support staff

The College provision is outlined in our prospectus on our website. The course prospectus also identifies the entry criteria for each level of the course. All appropriate provision adheres to the study programme guidelines. All learners will study maths and English, if they have not already achieved a grade 4 GCSE or equivalent and participate in meaningful work-related activities whilst with us. All learners following a programme of study have access to a wide range of activities to develop their skills to prepare them for employment.

Where applicable, as part of the programme of study, the College will work with individuals to source supported internships working closely with local employers, social care agencies and external providers to support transition to the world of work. All available information will be taken into account to tailor the programme of study, and support, to best meet the learner's needs.

Our teaching teams work extremely hard to ensure that lessons are inclusive and differentiated. The College also has a full tutorial programme to support personal development and a range of enrichment and employability activities to ensure all learners develop a wide range of skills.

The College adopts an inclusive approach to learning, offering teaching which is differentiated to take account of individual requirements. Reasonable adjustments are embedded within the classroom to ensure learners can fully access the curriculum, including the assessment / exam process. Assessments are carried out for all learners who disclose and require EAA, and the LDT will work with curriculum staff to embed EAA into classroom normal way of working for learning and assessment.

3. Progress Monitoring and Review

We like to know more about our potential students before they arrive to commence their chosen study programme at the College. We liaise closely with SENCOs, YPS and the Adult Transitions Team. We encourage potential students and their parents/families to arrange individual College visits to meet with our friendly staff to discuss support needs and ask questions. We use these opportunities to review the needs of our students and plan how their progress will be reviewed and monitored.

All learners in College with an EHCP will have termly reviews and a formal annual review. The annual review is a statutory obligation to ensure the plan remains appropriate to meet the learner's needs. Prior to the meeting, feedback from teaching staff/ support staff/ parents/carers and any external agencies involved in supporting the student, will be collated for consideration at the meeting. Following the meeting, the EHCP Review Officer will write a summary report including the key points of the discussion and any suggested amendments. This report will be sent to the LA and all involved in the meeting.

4. Safeguarding

The college has a Safeguarding and Protection Policy which is reviewed and updated on an annual basis. This is available on the College external website which can be easily accessed by parents.

All members of the

Safeguarding Team have received Designated Safeguarding training. All college staff receive safeguarding training at induction and then receive updated training annually. A safeguarding forum is convened monthly to discuss students who are potentially at risk and require support. Representation from the LDT is sought as needed. The Safeguarding Team and LDT work closely to act on and intervene in a timely manner to ensure learners who require support receive it and continue to progress at College.

If learners are not independent travellers, the college will support the transport application and paperwork in conjunction with the LA. Learners who have organised transport are encouraged to get themselves to the gatehouse to be collected. The Gatehouse area is a safe and controlled environment. This process promotes independence and resilience skills as we want to ensure learners leave College with the skills required to move on into Higher Education or employment.

5. Health (including Emotional Health and Wellbeing)

Our Health and Wellbeing team work to promote positive health and wellbeing across College. Working to a calendar of awareness events and campaigns, students can access information and resources on a wide range of topics, including:

- Mental health and wellbeing
- Wellness plans
- Counselling services
- Social and emotional skills through pastoral support
- Keeping active activities
- Contraception and sexual health
- Equality and Diversity
- E-Safety
- LGBTQ+
- Group work on topical and relevant issues
- Drop-in service
- Social prescribing with the Fitness Evolution team

You can visit the Health and Wellbeing team, who sit within the Safeguarding Team, for information on our counselling services and Young Minds Matter service. Students also have access to a huge directory of information and resources on the College's online student portal. Within the Study Support Team, the Specialist Support Coordinator closely monitors a cohort of students with varying mental health needs including those associated with specific learning difficulties, equipping them with practical strategies to manage their support needs both in and out of college.

6. Communication

Our staff are available on Open days; phone conversations take place via parents/school. Parents meetings may take place prior to student enrolment in preparation for starting College to ensure smooth transition. All the information gathered including LSSs and ILPs are placed on a central system to be used by relevant staff.

The interview process gives parents/carers a chance to meet the staff working with their child. Parents/carers are kept updated with the progress of their young person by telephone as well as through meetings, email and parents evenings.

7. What help and support is available for the family?

Student Services administer the 16-19 Bursary Fund and 19+ Discretionary Learner Support Fund and 16–18-year-old applicants will receive information about financial support when they are invited to enrol.

Support, advice, and guidance on financial support are available through Student Services, including assistance with completing the relevant college funds. Support is available for free college meals, travel passes, essential kit and equipment based on student personal and financial circumstances.

Any 16-18 students who are in the Care of the LA, a Care Leaver, receiving Income Support or in receipt of both Employment and Support Allowance and Disability Living Allowance, are directed to apply for a Guaranteed Study Bursary of up to £1200 per year.

Students aged 19 or over are encouraged to apply for financial assistance, where College can support with free college meals, travel, essential kit, and equipment based on the student's personal and financial circumstances.

1:1 appointments (to which family members can also be involved) are available where an adviser will go through any financial support available to them and support with application forms.

8. Working Together

As soon as we become aware of a need, we endeavour to gather all the relevant information before students start with us. We work closely with a student, parent schools, YPS and attend transition meetings where possible.

All students sign learner agreements and are given a copy to share with their parents or guardians. Following a Parents' Induction Evening, Parents' Advice meetings are held regularly. Progress reports are sent throughout the academic year with a College promise of keeping in touch quickly should any concerns arise.

Student Services have a team of advisors always on hand to offer guidance in person, via e-mail or over the phone on a range of issues concerning the overall well-being of a student from bus-pass information to housing support and healthcare signposting.

Students are also given many opportunities to have their say in the delivery of services at the College. Students are encouraged to represent the student body with a voice to influence the future of College.

All our students have access to the Our Futures team giving clear information and advice on courses and work opportunities. College facilities are available for all to access with appropriate support where necessary.

9. Transition to and from College

We always encourage potential students and their parents/carers to arrange individual College visits to meet with our staff to discuss support needs and ask questions. We use these opportunities to review the needs of our students and plan what support we can offer, and their progress will be reviewed and monitored.

The College will work with schools, learners, families and LAs with regard to the maintenance of EHCPs to ensure a smooth and seamless transition. If students require reasonable adjustments or have complex needs, it is helpful if this is done as early as possible.

10. Enrichment

Burnley College offers an extensive variety of enrichment activities throughout the academic year that you learners can join and participate in during their free time. Activities include music, sports, games and much more, there is something for everyone. We host a variety of engaging activities across the academic year in the atrium such as performances from a string quartet to physical challenges with our Fitness Evo professionals.

We want everyone to feel welcome and included in our enrichment programme. That's why we plan our activities with accessibility in mind and make reasonable adjustments to reduce any barriers. Enrichment activities are a great way to meet other students who share similar interests and support each other in a friendly and informal atmosphere.

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