



ST MARY'S COLLEGE
Sixth Form & University Centre

INFORMATION AND ADVICE

Special Educational Needs College Offer

**Level 1, 2, 3 Provision
2018**



*St Mary's College is an inclusive college which believes that
'All teachers are teachers of Special Educational Needs'*

Our Mission, Our Vision & Values

Our Mission



St Mary's College is a Roman Catholic College operating under the trusteeship of the Marist Fathers.

We base our philosophy on the true Christian values proclaimed in the gospel and seek to provide a challenging, high quality, education whereby all members of the College community can grow as balanced individuals, morally, intellectually and spiritually.

Our Vision

To be the first-choice provider of outstanding education to learners across Pennine Lancashire.

College Values

The Governors, staff and students of St Mary's College value:

- The Marist heritage of the College with its long-established focus on service, duty and justice, with the example of Mary, mother of Jesus, as our role model.
- The importance of each individual as the focus of all the College's endeavours, regardless of race, colour or religious background.
- The spiritual background of each person, and the importance of providing opportunities to pursue the faith journey.
- The provision of a safe, happy and harmonious environment built on respect, tolerance and understanding.
- Outstanding academic rigour, providing consistently excellent teaching and learning, and the raising of aspirations of each learner, enabling our students to reach their full potential irrespective of their academic ability.
- The provision of outstanding academic and pastoral support for learners.
- The commitment to nurture learners who are independent, motivated, principled and open-minded, through the provision of study and enrichment opportunities and facilities which develop creativity, imagination and integrity.
- The opportunity to develop skills that will enable learners to contribute to the economic regeneration of Pennine Lancashire.
- The opportunity to encourage and equip each member of the College family to make a positive contribution to society at a local, national or international level.
- The preparation of each individual for the next step in their career, whether continuing in education or employment.

Learning Support

What is Learning Support?

Learning Support is the additional support that a student may access to address an assessed specific learning need.

Learning support is intended to support students to learn effectively and cope with the demands of their programme of study and college life.

What are the aims of Learning Support?

- To make the learning demands of courses more explicit and to make learning skills development a conscious and integral part of course provision.
- To help individual students to cope more effectively with the study skill demands of their courses.
- To improve student performance on course and in examinations by providing specialist support and arrangements that meet individual need.
- To enable all students to be included in the learning opportunities of the College.
- To share specialist strategies (including use of ILT) that are relevant to needs identified and enhance learning potential whilst promoting independent learning.

Learning Support Contact Information

If you require any further information regarding;

1. the learning support available at St Mary's College
2. making a referral for an assessment
3. discussing the learning needs of a student; including examination access arrangements
4. arranging a visit to discuss the support available for a student enrolling

**Please in the first instance contact the college switch board on
01254 580464 or email senco@stmarysblackburn.ac.uk**

Room 125A and 212

Miss K Sharp - Head of Inclusion

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Room 210

Mrs Lynn Jones - Examinations Officer

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Room 212

Mrs Jackie Stevens - SENCo and English Teacher

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Miss Rachel Duerden - Admissions Officer

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Prior to Entry

College Admissions

The Learning Support Team play an active part in liaison with schools for any students identified with an SEN issue, ensuring that the transition from school to college is as smooth as possible. This can be in the form of attending reviews, observing the learner within their school environment, meeting with a school's SENCo or parents.

The College has Information Evenings providing students with the opportunity to look around the College campus, meet curriculum staff, receive advice and guidance on programmes of study and discuss support needs with the Learning Support Team.

If required this can be arranged on an individual basis.

To further support transition we can arrange additional College visits and taster days so that the learner can meet staff and familiarise themselves with the College.

Application

When submitting an application, it is important that any SEN support needs are indicated.

This information is then filtered through to the Learning Support Team and actioned.

Students will then be invited to an admissions interview and support needs will be discussed.

Following this an offer will be given to the student.

Accepting a place

Once a student has accepted a place at St Mary's College they will be invited to a taster day.

This enables us to meet and greet a student and provide the relevant support. Some students attend with their school teaching assistant, which enables effective strategies to be shared.

All students identified with a SEN need prior to starting at St Mary's College will be invited to meet with the Learning Support Team at our enrolment event. This ensures support plans are discussed and agreed and any additional information can be shared. Any student with a medical need and/ or a need for a PEEP - Personal Emergency Evacuation Plan can also discuss this within the enrolment process to ensure any necessary arrangements can be made.



The table below summarises the processes which take place prior and during entry to St Mary's College to ensure that comprehensive information regarding a student's needs is available and appropriate support put in place as early as possible.

Processes	
School Links	<ul style="list-style-type: none"> • Attendance at SEN/EHCP transitional reviews • Learning Support Team representation at relevant school events, open evenings • Collaboration with school SENCo, sharing learner information
College Events	<ul style="list-style-type: none"> • Learning Support Team representation at all college events, open evening • Learner/parent discussion/interview • Individual college tour
Application Process	<ul style="list-style-type: none"> • Record of students indicating a specific need
College Admissions interviews	<ul style="list-style-type: none"> • Discussion of support needs during individual admission interviews
Multi-Agency Liaison	<ul style="list-style-type: none"> • Sharing of information; school, local authority, relevant outside agencies e.g. speech and language, occupational therapy, CAMHS etc. • Discussion with relevant local authority –funding, EHCP's, SEND support • TAC – Team Around the Child Meetings • LAC –Looked after Child Meetings
Direct Contact with Learner	<ul style="list-style-type: none"> • Learner/Parent/Carer – visits
Taster Days	<ul style="list-style-type: none"> • Support provided by learning support • Where appropriate attendance by student's teaching assistant • Observations conducted
Enrolment	<ul style="list-style-type: none"> • Meet Learning Support team to discuss and finalise support • Complete PEEP where required

Exam Access Arrangements

The Learning Support Team and Examinations Officer will work closely to ensure that those students who have special educational needs and disabilities are not disadvantaged when undertaking examinations or assessments.

Exam provision may be required for individual students during tests/assessments and examinations in the form of;

- Extra time
- A reader
- A scribe/amanuensis
- Use of a laptop
- Bilingual dictionaries
- Separate room
- Rest breaks
- Enlarged/modified papers
- Transcript
- Prompter
- Practical Assistant

Up to date documentary evidence is required in each individual case, and where possible evidence should be submitted as early in the academic year as possible.

The Learning Support Team will liaise with schools and previous educational providers to gather previous evidence. If there is a requirement for a reassessment, the learning support team will organise this with our qualified in-house assessors. Applications for examination access arrangements which follows the JCQ regulations and guidance will be completed under the guidance of the Learning Support Team.

Confirmation of examination arrangements will be sent to students via letter once the relevant evidence is in place and the arrangement applied for has been agreed.

It is the responsibility of the student to ensure that appropriate evidence is provided to support any application as well as to support a student's, 'normal way of working.' The Learning Support Team will ensure the student understands this process of collecting evidence, and reminders will be sent of via the College's tutorial information as well as via teaching staff.

The Learning Support Team will store and record evidence in line with JCQ regulations.

Group Support/Individual Support Sessions

At St Mary's, both individual and group sessions are available for students with specific learning needs. Prior to support being agreed a learner will be assessed by the Learning Support Team and any additional support will be arranged individually with the student. This support will focus on a learner's specific learning needs. These additional sessions will where possible be added to a student's timetable and information will be recorded on a learner's Cedar. All support received will be monitored and reviewed.



The types of support sessions available are;

- Dyslexia
- Dyspraxia
- Physical disabilities
- Autistic Spectrum Disorders
- English as an Additional language
- Hearing and visually impaired students
- ADHD/ADD
- Social and Emotional and Mental Health Needs
- Literacy and Numeracy Difficulties

In-Class Support

Some students may require support from a Learning Support Assistant within the classroom environment. This may be to support a student's access to lessons or to achieve their full potential. Each LSA will be provided with a detailed individual student profile for each student they are supporting; within this information individualised strategies will be provided for use within the classroom.

During the academic year, the Learning Support Team will liaise closely with the student and relevant teaching staff, to assess, plan, do and review support to ensure it is meeting individual need and is effective. There is an expectation that in-class-support will generally reduce as a learner's confidence and independence increase. Prior to any reduction or changes of support, all relevant parties will review and discuss any proposed changes.

Where required the Learning Support Team may meet and greet students in the morning, provide support through break, lunch and free periods and at the end of the College day.

At times, the Learning Support Team may support across a group of students or provide 1:1 when required. Where possible support will be provided discretely, to minimise attention to the student and to avoid hindering peer interaction.

Support for severe medical needs

Any medical needs disclosed during the enrolment process, are recorded on the College's Cedar system. This information sensitively ensures all staff are aware of any medical needs and how these are to be supported if required. In addition to this, care plans, risk assessments and PEEP's (Personal Emergency Evacuation Plans) are devised and agreed where required. The College will liaise with medical professionals and undergo any necessary training to support a student's medical needs.

Some students may need to take medication during the College day; this should be discussed at enrolment and suitable arrangements regarding the administration of medication agreed.

Safeguarding and Well-Being

St Mary's College have a dedicated and experienced Safeguarding Team, with their main focus to ensure that all students' social, emotional and well-being needs are supported by the College, enabling them to fully engage in their learning and are given the opportunity of success. The Safeguarding Team are able to provide support internally and if required can make referrals externally with various agencies. When required this team will provide representation to external agency meetings e.g. TAC/LAC.

Examples of the various issues the safeguarding team can support are as follows;

- Self-esteem and confidence
- Social and relationship issues
- Poor attendance
- External problems affecting academic performance
- Social/emotional/mental health issues
- Anxiety
- Anger Management
- Bereavement

Teaching and Learning

At St Mary's College we believe that 'All teachers are teachers of Special Educational Needs,' and will therefore embed 'equality and diversity' when delivering lessons and supported students. This includes the consideration and inclusion of any adaptations, interventions and strategies that would ensure equality of access to the lesson for all students within the group. Teachers are fully informed of a student's SEN need via Cedar, through a detailed individual student profile and via consultation with the Learning Support Team. An individual student profile will include information on the learner's area of need, teaching considerations, effective strategies, exam access arrangements and additional relevant SEND information.

Accessibility

St Mary's College is committed to compliance with the Buildings Regulations and Disability Discrimination Act (accessibility). All current buildings are assessed with regard to accessibility for disabled students. New buildings and building alterations will be fully compliant ensuring inclusivity and accessibility.

Disabled parking is allocated near the entrance to all buildings and accessible toilets are available. Safe evacuation areas and evacuation chairs are in place in the event of an emergency evacuation and Personal Emergency Evacuation Plans are developed and agreed with students.

Quality Monitoring

A student's support will be regularly monitored and reviewed to ensure that the support in place is supporting a student's need and is being delivered to the highest standard. The Learning Support Team will review support via the College's internal monitoring systems. The input and involvement of parents/carers during this process is paramount (in agreement with the learner.) Parents' evening or individual meetings can be arranged throughout the academic year as required. Students with an EHCP will participate in a formal annual review discussing support levels, progress towards outcomes and any amendments regarding the EHCP.

Starting at St Mary's College

Screening

During our induction period, all students will complete an initial screening diagnostic test. Results from these initial assessments will identify students who may need support with basic literacy and numeracy skills. These results will be available for the learner, parent and staff to access. Students who are identified to be 'at risk' will be referred to the Learning Support Team. An initial discussion with the learner will take place and the support available will be discussed, planned, implemented and reviewed with the student. All information will be recorded on Cedar. Where required, additional information will be sent to relevant teachers.

Students with Support Needs

Any individual SEN information received regarding a learner will initiate a 'flag' on Cedar. Supporting this will be any relevant information which is accessible to all staff. In addition to this, relevant teaching staff will also have access to an 'individual student profile.' This provides further information on the learner's area of need, teaching considerations, effective strategies, exam access arrangements and additional relevant SEND information. This information will assist both teaching and Learning Support staff in understanding the needs of students in their classes and allow teachers to adapt teaching and learning to meet these needs.

Learning Support staff will also provide induction sessions for students and their teachers regarding the appropriate use of in-class support as well as agree a consistent set of strategies to support learning.

What support is available?

Once information has been received the Learning Support Team will meet with the learner to agree their support in college. This is tailored to meet individual needs and can include a combination of the following;

- In class support from a Learning Support Assistant either 1:1 or small group
- Out of class support from a Learning Support Assistant either 1:1 or small group - Mentor Sessions
- Drop in and small class support
- Access to a quiet study area
- Support from external agencies; SEND Support, Occupational Therapy, Hearing and Visual Impairment teams, Physiotherapy, Speech and Language Services, CAMHS, self-help services
- Behavioural support
- Provision of modified resources and adapted materials
- Supporting learning through the use of accessible equipment and technology, including use of specialist software

- Support during break, lunchtimes and study periods where required
- Social, emotional and well-being support through a dedicated safeguarding team
- Support during examinations and key assessments
- Specialist advice and guidance

What equipment is available?

The following equipment is available to Learning Support Students;

- Laptops
- Electronic voice recorders
- Digital cameras/video cameras
- Computer software; which includes; planning, reading, writing, voice support
- Coloured overlays/rulers
- Writing/typing slopes
- Enlarged mathematical equipment, e.g. rulers, calculators
- Hearing Impaired; hearing loop
- Magnifiers
- Reading pens
- Pen drives
- Various specialist equipment used for physical disabilities e.g. rise and fall tables, adapted keyboards etc.

Progression Post Mary's College

On completion of studying at St Mary's College, the Learning Support Team can support transition in various ways. Learner's progressing onto further study at a higher level with a different institution will receive guidance and support with their UCAS application, DSA (Disabled Students Allowance) and completion of their personal statement. Once a placement has been secured, St Mary's College will liaise with the new provider and all relevant information will be shared.