

SEND Information Report for Hereford Sixth Form College

In accordance with Section 65 (3) of the Children and Families Act 2014

Hereford Sixth Form College provides full-time GCSE, GCE and BTEC courses for 16-19 year old students. The college is one of the top Sixth Form Colleges in the country and is proud of its excellent reputation. Details of the courses available and individual course entry requirements can be found on the college website (www.hereford.ac.uk). The website is accessible, please use the BrowseAloud tool.

You may also request a printed prospectus by contacting the College directly on 01432 355166. There are three Open Events during the year; in October, February and May. These events give prospective students and their parents the opportunity to visit the college and discuss individual learning needs.

The College has high expectations of all its students and they are all encouraged to work hard and achieve their full potential. Teaching is highly personalised and differentiated in all subject areas. We have the same aspirations for our students with Special Educational Needs and Disabilities and want them to achieve the very best they can whilst they are here.

Identification of Additional Needs

Applications are welcome from students who may have a physical or learning difficulty, a medical condition or mental health issue and all learners are treated fairly with regards to race, economic or social background, gender, transgender, pregnancy, parenting, marital status, age, religion or belief, disability or sexual orientation. The College's Equality Objectives can be found on the website.

Every local authority has a duty to publish information about education, health and social care services for all children and young people with SEND and their families in its area. This is called the "local offer" and it must include all post 16 education and learning options. Herefordshire's local offer can be found by following this link: <https://www.herefordshire.gov.uk/education-and-learning/local-offer>

Pre entry

Students are actively encouraged to disclose a learning difficulty, disability or medical condition on the application form. Anyone who does disclose a learning difficulty, disability or medical condition is interviewed by a member of the Learning Support team or the Medical Liaison Officer, either in school or at the College. The more information we have during the application process the better we can plan for the necessary support when a student enrolls at College.

Students have other opportunities to disclose a pre-existing condition:

- At their pre-entry interview

- During the enrolment process
- At the “settling-in “ interview with their Personal Tutor
- During individual interviews with tutors
- Any time during their course

The College offers Year 10 and 11 “taster days” during which students attend the College and visit subjects they are interested in studying.

Students with a Statement of Special Educational Needs or an Education and Health Care Plan are invited into College during the Spring term for pre-entry assessments. We can then ensure that support is in place once the student enrolls in the Autumn. This gives the student an opportunity to familiarise themselves with the layout of the College as well as meeting members of the Support Team.

We aim to ensure that the transition from High School to Sixth Form College is seamless and as stress free as possible.

At College

All students undertake a short online questionnaire when they enrol. This can help us identify those students who may need extra support with their studies.

Students who have disclosed a learning difficulty, disability or medical condition will be contacted once they have enrolled. They will be seen as soon as possible by either a Learning Support Assessor in the case of students disclosing a learning difficulty or disability or by the Medical Liaison Officer in the case of students disclosing a medical condition or physical disability.

The Learning Support Assessors will discuss a learning difficulty and find out how the College can support a student. This may mean that students undertake some assessments in order applications to be made for exam access arrangements such as extra time. The SENDCO at the student’s previous school is also contacted to obtain copies of previous assessment reports. During the meetings the student and the Learning Support assessor will formulate an Individual Learning Plan. This will give subject tutors details of the student’s learning profile, classroom requirements, access arrangements for exams, targets for independence and what further support may be necessary e.g. study skills, subject workshops, mentoring or the use of assistive technology. The LP is distributed to all subject tutors and the Director of Studies. Students are encouraged to become an independent learner but support will always be available.

Referral to Learning Support once a student has enrolled

Support is available from within departments in the form of subject specific workshops and if a student feels he/she is struggling in a particular subject he/she is encouraged to attend. However, if a student feels that these are not helping, they can talk to any of their tutors or their Director of Studies and ask

them to be referred to Learning Support for an assessment. Learning Support Assessors will meet with the student, carry out some assessments, gather evidence from tutors and then, if appropriate, apply for access arrangements for exams. These arrangements can include extra time, word processing, rest breaks, a reader, scribe or prompt. The student will put together an ILP with the Learning Support assessor which will be sent to all subject tutors and Director of Studies. This will include advice for classroom differentiation and what further support may be useful.

The views of students receiving Learning Support are sought during an annual evaluation process. The results of this evaluation help to form the basis for continued improvement of the support provided.

The Director of Studies would be the first point of contact for parents if they had any concerns. Although the Children and Families Act 2014 applies directly to young people after compulsory school age, the College will continue to liaise with parents, guardians and carers.

Monitoring progress

Students discuss their progress formally with their subject tutors twice a year and then College reports are sent to parents, guardians or carers. These are followed by a series of Parents' Evenings during which time individual tutors are available for discussions.

All students who are on the Learning Support register have both an administrative file and a teaching file retained within the Learning Support department. These include details from pre-entry (the application form), learner agreement/consent forms, assessment reports, access arrangement reports and the ILP.

Students with a Statement or Education and Health Care Plan are reviewed regularly and reports are sent to the appropriate Local Authorities in line with present statutory regulations. An Annual Review takes place to which the student, parents, LSAs and representatives of the Local Authority are invited. This focuses specifically on the next steps for students and the support they need to prepare for transition from College.

Physical Access

The College is fully accessible and all of the buildings have lifts. There are no restrictions on choice of curriculum. A Personal Evacuation Plan, agreed with the student in advance, is provided for all students who require one.

Transition

Students with SEND are supported through the transition process to either Higher Education (HE), Further Education (FE) or employment. Students progressing to HE and FE are given advice and support with applying for the

Disabled Students' Allowance (DSA). Information sheets about the DSA are available during the Autumn Parents' Evenings and HE Information Evenings run by the Careers Department.

The figures for students who have received additional Learning Support at College and who then go on to Higher Education are in line with those for students who have not received ALS.

External Support

The College has access to external services such as specialist Hearing and Visual Impairment Tutors. Directors of Studies also liaise with CAMHS and other health practitioners.

The Learning Support team

The Learning Support team includes highly qualified professional assessors, study skills mentors and Learning Support Assistants.

The Head of Learning Support has received extensive training and attended events in the implementation of the SEN reforms. Whole staff training on the new regulations took place during 2015.

What to do if things go wrong

Your Director of Studies is the first point of contact if you wish to complain. You may also contact the Principal direct.

If the problem is not resolved, you have the right to take your complaint to the Chair of Governors and still further to the Education Funding Agency (EFA) which has a duty to provide education for 16-19 year olds with learning difficulties or disabilities. A copy of the EFA's procedure for handling complains is available on the gov.uk website. The College's Governor with responsibility for SEND is Shirley Tully.