

## **Cardinal Newman College – SEND Information Report (based on learners needs, support and interventions within the Additional Learning Support (ALS) department)**

### **Overview**

The Additional Learning Support Department at Cardinal Newman College incorporates meeting the requirements of Special Educational Needs and Disabilities (SEND) and is fully committed to delivering the provision of the Children and Families Act 2014. We embrace our statutory duty to fulfil our obligations under the SEND Code of Practice for those aged up to 25; [www.gov.uk/government/publications/send-code-of-practice-0-to-25](http://www.gov.uk/government/publications/send-code-of-practice-0-to-25) and are committed to making every effort to meet students' needs. At Cardinal Newman we are keen to ensure that we reflect this mission through all our endeavours and within our Equality Policy.

The Additional Learning Support Department (ALS) is part of a network of support services available to all students at Cardinal Newman College. We have experienced and professional staff dedicated to providing support for those students with additional needs to ensure the students have equal access to College life and the curriculum.

Support can range from specialist support for students who have specific learning difficulties, to making sure that learners with mobility difficulties and/or medical conditions can get around college and integrate in all aspects of college life.

We work closely with high schools, the Local Authority, external agencies, teachers and achievement and senior tutors, the college counselling service and Health and Wellbeing team, the careers department and our exams officers to make sure that we offer a high level of support to meet individual needs.

The college has an information system in place (CEDAR) which staff, students and parents have access to: it is used to share details of students needs and how best to support them.

### **Supporting learning**

In the ALS department Learning Support Tutors will work with students on a one to one basis or with small groups in our quiet and welcoming study hub which is open from 8.00am until 4.30pm Monday to Friday. Learning Support Tutors will also support students in their classes where it is needed.

We offer support for students with:

- Specific learning differences such as dyslexia, dyspraxia and dyscalculia
- Hearing and visual impairments
- Autistic spectrum disorders
- Attention deficit and hyperactivity disorders (ADHD)
- Physical, medical, social and emotional conditions

The ALS department works closely with external agencies. They will for example advise college staff on how to support learners who have hearing or vision problems. They will guide on how to adapt handouts for students who have poor vision, and they provide equipment for students who have hearing and vision difficulties. They will also train staff so that they can support students who have differing needs.

ALS staff will also work with students who have no diagnosed conditions. They may support in the following areas;

- Writing
- Reading
- Numeracy
- Time management and organisation
- Exam and study skills techniques

ALS also offer:

- Special exam arrangements including extra time, readers, use of a word processor, scribe, rest breaks, modified/coloured papers, access to a smaller room
- Help to apply for the Disabled Students' Allowance for students going on to university ([www.gov.uk/disabled-students-allowances-dsas/how-to-claim](http://www.gov.uk/disabled-students-allowances-dsas/how-to-claim))
- Support with social and emotional needs
- Arrangements for personal care needs
- Arrangement for medical needs including care plans, liaison with medical professionals and storing medication

ALS provide equipment that we lend to students including:

- Laptops
- Ipads
- Reading pens

ALS also support with identifying and implementing exam access arrangements. If students have previously been entitled to exam access arrangements at high school it is important that this information is shared with college at either interview or enrolment. If teachers feel that students may benefit from exam access arrangements they must make a referral to the ALS team. One of the college's qualified assessors will then arrange to meet with the student and where appropriate will collate the relevant evidence and then make a submission to the examination boards to request the arrangements are approved.

ALS will provide support for students when they go on college trips and visits: this may include accompanying students to conferences, open days, educational visits or trips in this country or abroad.

Cardinal Newman College is fully accessible to wheelchair users or those with restricted mobility. All buildings have lift and ramp access and there is reserved parking for disabled drivers. There are Evac Chairs throughout the college and students who need a PEEP (Personal Emergency Evacuation Plan) have one in place managed by the Estate's Team in College.

Where a student has a significant support need, such as a severe mobility problem, visual impairment or other condition which may hinder their access around college independently, staff from ALS will support them as required. At Cardinal Newman College we encourage students to be independent where possible. However, if it is needed, staff will be available to support the student in their classes.

The ALS department has a study support hub which is fully equipped with computers and learning materials, it is a welcoming, quiet and safe space for students to spend time during their unstructured lunch or break times and free periods. Students are encouraged to work and/or interact with other students, this is an ideal environment for many students who may wish to access it as this area is an alternative option to the general facilities that are available to all students and staff where they will have the opportunity to interact and build friendships or just have time away from the hustle and bustle of college life.

## **Reviewing support**

If a young person has an Education, Health and Care plan, the ALS team will make sure that appropriate support is put in place so that the student is given every opportunity to reach their full potential. We will review this support informally on an ongoing basis, and a formal review will take place at least once a year. This review will include a discussion between the SENCo, the student, their parents/carers, and where appropriate their tutor, teachers and any relevant outside agencies including social services, healthcare providers, mental health teams and the Local Authority if appropriate.

In addition, we will provide relevant support for students who have additional needs but who do not have an Education, Health and Care plan. We will discuss with the student, and if appropriate their parents/carers, how we will support them and we will agree a support programme. We will review this support at regular intervals as appropriate.

All students at Cardinal Newman College are formally assessed through CAP exams and they are recorded on CEDAR. All students who are on the additional needs register are tracked and monitored after each assessment period, both their academic achievement and their attendance.

Referrals to ALS can be made at any stage by teachers.

### **Meeting health needs**

As soon as the college becomes aware that a student has a medical issue, a member of the ALS team will be informed. They will meet with the student, their parents/carers and any other relevant personnel to find out the nature of their condition and to draw up a care plan if required. The Estates team will be informed if a PEEP is required. All relevant information is shared with all staff via the college information system (CEDAR). Training is provided, when appropriate, for the student's teachers and other relevant staff of what to do should there be a medical emergency.

The college has a team of trained first aiders who will provide immediate response to any medical incident. If necessary, they will follow the guidance included in the student's Care Plan. Where appropriate they will provide treatment and if necessary will ensure the emergency services are called promptly.

### **Transition**

Each summer term the college invites Year 10 pupils to various taster events so that they can begin planning their next steps on leaving school. In the autumn and spring terms we host a number of open days. The ALS team take these opportunities to meet with perspective students and their families, to gather information and plan for supporting them in the future.

Further information is gathered at interview evenings and enrolment. If a student has disclosed an additional need or medical need on their application form, a member of the ALS team will hold their interview to learn more about these needs and to ensure support is put in place. Further information is gathered through issuing ALS newsletters to all applicants which have contact information in them.

The SENCo will attend Year 11 reviews and transition meeting as appropriate.

The ALS team works closely with teachers to make sure that students with additional needs get the support they need at all these events.

Once they have started at college, all students have an achievement tutor who is the first person that parents/carers can contact if they have any worries. Parents/carers can contact the young person's achievement tutor at any time to discuss progress or any concerns. Furthermore if the student has an EHCP, other additional needs or medical needs then parents/carers can contact the SENCo or a member of the ALS team. Communication between home and college is crucial to ensuring progress and achievement for students.

As part of the college tutorial programme, we provide advice and guidance on preparing to leave college. We help students who want to go on to further study to select the right course and university. We also provide comprehensive support with applying for places. The tutorial programme also offers guidance on how to apply for student loans and other sources of finance. Where a student has an additional need or disability, the ALS team can help with advice and guidance for the application of the Disabled Students' Allowance, which pays for any support they may need at university.

Cardinal Newman College has a dedicated Careers team who offer support and guidance on apprenticeship and careers opportunities and advise students on how to apply for these. Throughout the year the team arranges outside speakers from universities and employers to advise and guide students on the next steps towards progression.

Throughout the year the Careers team are available for one to one appointments with students to make sure they are aware of their career

opportunities. They also provide guidance on completing job applications, CV writing, personal statements, UCAS applications and preparing for interviews.

There is also the HE\* programme which further supports those students who are hoping to go to university. This is designed to give students an insight into student life and help them to make informed decisions regarding university and courses. It will also raise aspirations as the students prepare for the next steps in their life.

## **Enrichment**

Cardinal Newman College has an enrichment programme which is designed to extend students' interests in a range of activities. This can include joining one of our sports teams, learning a new skills, participating in music activities and many more.

The college Chaplaincy offers a quiet place for reflection, someone to talk and a place to meet new people.

All students, regardless of an additional need or disability, have the same opportunity to participate in our enrichment activities.

## **Student information**

Academic year starting September 2021;

Year 12 data

Year 13 data 2 students have EHCP's and there are 227 students on the additional needs register, this is a fluid list that is reviewed monthly dependent on student need and is based on the allocated LLDD (Learner with Learning Difficulties or Disabilities) that is given.