



The Youth Development Academy

Learning Support Policy

Background

This Policy sets out the commitment, duties and procedures that relate to learning support in the Academy.

The key purpose of the learning support policy is to ensure that the Academy operates as an inclusive organisation seeking to ensure that all students achieve their learning goals in accordance with the Academy's corporate objectives.

The Youth Development Academy is committed to treating everyone equally in all aspects of academy life. The Academy recognizes that people with learning difficulties, disabilities, literacy, language and numeracy needs and those for whom English is not their first language may require reasonable adjustments and/or additional learning support in order to help them achieve their goals, and will support and encourage disclosure of these.

The principles and practices of equality of opportunity underpin all areas of academy work, either within the Academy or within the community it serves. Such policies and practices are valued as essential in encouraging, supporting and helping all students and staff to reach their full potential.

Scope

All staff and students are subject to the Policy and will be informed of its content on the Academy site.

All Academy lecturers and Learning Support Staff are responsible for identifying students' individual needs and offering appropriate teaching and learning strategies to match the needs of their students. However, the Academy accepts that in order for some students to achieve their learning goals they will require additional support.

The Academy therefore provides a Learning Support Service which aims to identify and deliver the additional support required by the individual learner, at all stages of their time at Academy. This support once agreed with the student will form part of their learning agreement to enable them to reach their goals.

Learning Support sessions and in-class support will adhere to conditions and regulations as set out in the Academy's Attendance Policy.

Intent

The intent of this Learning Support Policy is to ensure that;

- Every student will have the opportunity to be referred or to refer themselves for assessment to ascertain whether learning support is needed to help them achieve all elements of their programme of study including an apprenticeship framework.

- Every student who is referred to the Learning Support Service will receive an individual assessment of their additional support needs.
- The Learning Support Service will provide relevant support wherever possible, within available resources this could include individual support for a specific learning disability, communication support, support in class by a Learning Support Assistant, exam access arrangements/assessment concessions or assistive technology.
- Support will be provided across a student's programme of study; however it may vary for different aspects. For example, a student with high needs may require a higher ratio of individual support during a work experience placement or internship than is required in the classroom.

Performance Standards

The Learning Support Service will;

Pre-Entry and Induction

- Liaise with the Marketing, Guidance Service and Course Enquiries teams to ensure that information is provided to prospective students, and if appropriate their parents and careers, and other appropriate external agencies regarding the support available and assist them in making an informed choice about their course, and to welcome disclosure.
- Provide an assessment of Learning Support needs at pre-entry following identification of need by staff or by the student, parent/carer, school or other agency.
- Provide the necessary support during the application, interview and admissions process where the student, parent/carer, school or other agency identifies a need.
- Work with course lecturers/teams to encourage students to identify and discuss their needs during the recruitment process.
- Request any relevant information and associated supporting evidence from internal and external bodies to assist in the assessment of the student's additional support needs.

On Programme

- Liaise with the local authority, the student and tutor to agree an appropriate programme of support to meet the needs within the available resources and draw up a learning support learning agreement between the student and Academy.
- Where a student has support from Local authority, provide support to meet the outcomes listed including as far as is reasonably possible the provision of specialist support or care.

- Offer feedback and advice to Course Teams as part of the programme of support.
- Review the programme of support on a regular basis with the student and course tutor/lecturer.
- Liaise as appropriate with external agencies and parents / carers.
- Make recommendations with regard to special arrangements for examinations and liaise with the Academy Examinations Officer and Awarding Bodies.

Progression

- Provide guidance and support to students to assist their progression within the Academy in liaison with academic and vocational course tutors
- Review support required to enable successful progression
- Liaise with the careers advisers, guidance service, and other agencies to assist students to progress from their academy courses.

Quality Assurance

The Academy will review on an annual basis, along with ethnicity and diversity Data, the performance of those learners receiving support, and put in appropriate remedial actions, where achievement gaps versus national benchmarks/ Academy averages are identified.

Learning Support is evaluated as part of the Academy's quality assurance process, including graded observations of staff and service review.

The Learning Support Team will also undertake their own evaluation of their service with its users.

The procedures and outcomes of this Policy are reviewed by the Learning Support Team and an action plan for improvement is produced annually.

The Learning Support Team will be selected and trained to meet the increasingly diverse range of needs requiring support.

Policy Review

This policy will be reviewed on an annual basis, or if there is a change in legal or other business related requirement.

Review date	Description	Reviewed by	Next Review date
29 July 2019	Learning Support Policy	SMT Team	27 July 2020