

## **SEN Information - January 2024**

### **Introduction to Worcester Sixth Form College**

Worcester Sixth Form College specialises in the education of 16–19-year-olds with 1700 students attending from the whole county of Worcestershire and from surrounding areas. This enables us to offer an exceptionally wide range of courses and flexible programmes in which any courses can be combined with virtually any course - further details can be found on the college website at <https://www.wsfc.ac.uk/courses>.

We welcome students from a wide variety of backgrounds and locations, creating an environment where friendship and learning blossom. In the classroom our students engage with teachers who are experts in their fields and passionate about their subject. Worcester Sixth Form College is an establishment where ambitious minds thrive, where diversity is celebrated and where individuality is valued.

The College has high expectations of all students, and they are all encouraged to work hard to enable them to achieve their full academic potential. We have the same aspirations for our students with Special Educational Needs and Disabilities and want them to achieve the best they can whilst studying here.

Our students are highly successful, not just academically but in many other kinds of endeavour, including sports, performing arts, music, Duke of Edinburgh, charity fund raising and a wide variety of other extra-curricular areas. Over the last ten years Worcester Sixth Form College has won more national British Colleges Sport titles than any other college in the whole of the West Midlands Region. Our performing arts productions regularly receive praise in the local press and are frequently selected for County showcase events.

## SEN Code of Practice and Local Offer

The SEN Code of Practice <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> provides statutory guidance for organisations which work with and support children and young people who have special educational needs and disabilities.

As a college, not only do we ensure that the statutory guidance is adhered to, but we also strive to provide a positive experience for all learners allowing access to an ambitious yet obtainable education.

The Code of Practice requires every educational setting to publish SEN Information Report publicly to outline information for identifying, assessing, and making provision for students with SEN or disabilities. Every local authority has a duty to publish information about education, health and social care services for children and young people with SEND and their families in their area. This is called the “local offer” and it must include post-16 education and learning options.

Worcester’s local offer can be found at  
<https://www.worcestershire.gov.uk/sendlocaloffer>

As a college we attract students from a wide geographical area. The local offers for the primary local authorities from which our students travel, can be found below:

<https://www.herefordshire.gov.uk/localoffer>

<https://www.gloshamiliesdirectory.org.uk/kb5/gloucs/gloshamilies/family.page?familychannel=2>

<https://www.dudley.gov.uk/residents/dudleys-local-offer/>

## **The Learning Support Team**

At Worcester Sixth Form College we welcome students with additional support needs. Our Learning support team has significant experience in supporting students. Over the years we have developed specialised support areas with Asperger's Syndrome, dyslexia, sensory impairment and medical conditions.

We offer support to all those who need it and the following are some of the areas where students have benefitted from additional assistance:

- One-to-one support
- In class support (for students with an Education, Health and Care Plan with additional funding)
- Having an assessment for exam access arrangements - if applicable
- Exam support

Whatever your support needs, our dedicated support team are able to provide you with tailored support to meet your individual needs to help you succeed to your full academic potential.

## **Identification of SEND**

We encourage all students to disclose any additional needs as soon as possible to enable the college to ensure that the correct provision is in place for them right from the start of their journey with us. There are a number of opportunities for students to discuss with staff about what support is available at Worcester Sixth Form College and to disclose any additional needs. Such opportunities are:

- Open Events
- Application – information disclosed on the application form regarding additional needs is directed to the Learning Support team who will then conduct an admission interview. Current schools/ external agencies will be contacted if applicable to begin the process of building up a file of evidence.
- Taster Days
- Personal tutor/teacher/ student referral to learning support throughout the year

## **Information Sharing**

Information regarding individual learning support needs is shared with staff via the college portal 'Wellbeing Profile' tab. Relevant staff are notified of any updates or changes to the Learner Profile, including classroom differentiation and current support/exam access arrangements.

## Referrals

Staff can refer a student to Learning Support for additional support at any point during the academic year. This is usually done if a student discloses a learning need or the use of an exam access arrangement that they have not previously disclosed or if a member of staff feels there may be an underlying reason why that student is struggling in a certain area in their learning. Parents and students can also make a referral. Once a referral has been made a weekly 1:1 support session will be allocated. If it is deemed appropriate to consider assessing a student for an exam access arrangement, then teaching staff will be asked to provide their observations to the Access Arrangements Co-ordinator to gain a clear picture of need. If the teacher observations support the need for an assessment one will be carried out by the in house assessor who will complete a series of appropriate assessments which may result in the provision of extra time. Regardless of whether or not access arrangements are put in place, the Learning Support Assistant will continue to support the student 1:1 in order to help them gain life-long skills.

## EHCPs

We welcome applications from students with an Educational Health Care Plan (EHCP). Prior to application we receive a number of requests from Local Authorities for Worcester Sixth Form College to be the named setting on a prospective student's EHCP. In order to complete this consultation process, our Learning Support Manager communicates with the student's current school as well as any external agencies involved, in order to make an informed decision about whether we are able to offer a place of study. The request will be responded to within the designated time frame. On occasions students are interviewed prior to consultation taking place with the Local Authority, in this case the Learning Support Manager contacts the Local Authority to start the consultation process and a second interview is arranged with the student.

Our Learning Support Manager will endeavour to meet with each student with an EHCP prior to them enrolling on courses and offer individual transition support in the form of individual tours to college and familiarisation with building/ Learning Support Assistants. All students with an EHCP will be assigned a Learning Support Assistant to assist with the transition to college. Key information regarding a student's area of need is shared with relevant teaching and pastoral staff through the Portal. Annual reviews are conducted within the 12 month time frame of the last annual review by the Learning Support Manager. Both teaching and pastoral staff contribute towards the college's written report for the annual review.

Academic Year	Number of students with an EHCP
2022-2023	14
2023-2024	18

## **Inclusion**

We are proud to be an inclusive organisation where individual differences are accepted and valued and where everyone is able to fulfil their potential in a welcoming, safe and non-threatening environment. Worcester Sixth Form College is committed to equality, diversity and inclusion for students, employers, community groups, staff, governors, members of the public and for others who come into the College.

We are committed to:

eliminating discrimination.

advancing equality of opportunity – between people who share a protected characteristic and people who do not share it.

consulting and involving those affected by inequality, in the decisions our college takes to promote equality and eliminate discrimination.

## **External Support**

The college works with external agencies such as the Hearing Impaired and Visual Impairment team where required for individual students.

## **Medical needs**

Students with medical needs will be supported through either their pastoral tutor or by a Learning Support Assistant. Guidance and recommendations will be made available to teachers through the Portal if applicable and exam access arrangements applied for by the Access Arrangements Co-ordinator. Please note that medical evidence will be required to make an exam access arrangement application.

## **Exams**

The Access Arrangements Co-ordinator works closely with the Exams Manager to co-ordinate the provision of examination access arrangements for relevant students. There is a different criteria for awarding exam access arrangements to students. It can be awarded based on medical grounds (evidenced by medical specialist) or based on identified learning needs (evidenced by a qualified assessor). Our college assessor holds a post graduate cert in SpLD and is a member of PATOSS.

Students who had access arrangements at school may have their exam access arrangements rolled over from school if it can be evidenced that there is still a genuine need for the access arrangement and if it is their normal way of working.

In 2023-2024, if criteria specified by JCQ (Joint Council for Qualifications) is met, then the following examination access arrangement need to be applied for by March 31<sup>st</sup>:

- Reader
- Scribe
- Additional time of 25% for use of bilingual dictionary (in exceptional circumstances)
- Additional time of 25%
- Additional time of more than 25% (must be applied for directly to the relevant awarding body, with a detailed 'picture of need' to substantiate the application)
- Practical Assistant
- Oral language modifier

Following criteria set out by JCQ, the following exam access arrangements can be put in place by the college without making an on-line application, but will still need to have supporting evidence:

- Use of a word processor
- Supervised rest breaks
- Prompter
- Smaller room owing to anxiety/medical conditions
- Coloured overlays

In the 2022-23 academic year, there were 421 students who had exam access arrangements.

## **Monitoring progress**

The College has systems in place to ensure effective monitoring of progression, including:

- Termly monitoring progress reviews which are shared with students and parents
- Individual Learning Plans (ILP) with targets that are reviewed – currently for all students in receipt of weekly one to one support sessions.

## **Transition**

Students with special education needs are supported through the transition process to Higher Education, Further Education or employment. We have an on-site careers team who work closely with students to provide guidance. Learning Support Assistants support students with additional needs to access careers interviews. Learning Support Assistants may also attend these appointments to ensure all of the information given has been understood and when appropriate relay this to parents/carers.

## **Learning Support Overview**

In 2022-2023 there were 204 students in receipt of weekly one to one support sessions. 421 students had exam access arrangements in place and 57 exam access arrangements assessments took place.

For further information please contact our Learning Support Manager, Sara Payne ([sara.payne@wsfc.ac.uk](mailto:sara.payne@wsfc.ac.uk)).

If you need to make a complaint, then please contact our Learning Support Manager in the first instance or email Ed Senior ([ed.senior@wsfc.ac.uk](mailto:ed.senior@wsfc.ac.uk)) if the issue has not been resolved to your satisfaction.