



# SEND Inclusion Statement

How can South Essex College support you





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## Welcome

At South Essex College we work hard to deliver a first class service in order to create an accessible and supportive environment for students and staff.

We aim to provide equality of opportunity and freedom from discrimination in line with the Equality Act 2010 and Children and Families Act 2014. The college welcomes students who have a disability or learning difficulty and strives to ensure there is appropriate access and support for individual students.

We appreciate and value the contribution that individuals with learning difficulties or disabilities bring to the college.

We aim to shape and nurture our students in preparation for the job market.



## When to contact the college about support

We need to know about your support needs before you start college to ensure you get the correct support.

It is important that you tell us if you have a learning support need or disability, even if you think your requirements may be minimal so that we know ahead of you starting with us.

We understand that joining college can be an anxious time and it is really important that we understand how we can support you.

We want you to feel safe and supported at college and enjoy being included in every aspect of student life with us.



### Remember to tell us

It is important that you tell us if you have a learning support need or disability, even if you think your requirements may be minimal.



If you have a disability or learning difficulty our team are here to help you find the appropriate support at college.

If you are due to leave school and have a learning need or disability, the college is able to:

- Liaise with school staff
- Arrange visits to and/or virtual tours of our campuses for you and your parents/carers
- Arrange additional learning support interviews
- Assess your individual support needs from evidence provided
- Offer support at college admissions, interview/open events

*Our team are here  
to help you find  
the appropriate  
support.*



If you are an adult, the college is able to:

- Assess your individual needs from evidence provided
- Arrange visits to our campuses or virtual tours
- Arrange additional learning support interviews
- Offer support at college admissions, interview/open events
- If you are applying to study with us as a higher education student and want to learn more about how to access support, please contact the HE Support team.



### HE Support team

<https://www.southessex.ac.uk/he/he-additional-learning-support>



When filling in your application form please make sure you complete the questions related to additional learning support.

You can tell us about your support needs at application, enrolment or on programme and we would encourage you to share this information with us so that we can discuss your needs early on.

Once you have told us, you will be sent a message from the admissions team asking you to fill out an ALS support questionnaire.

You can fill this out by logging into your college application. If you have any problems filling this out, please contact us via email or phone. A member of the Additional Learning Support team will then be able to discuss your support needs with you.



*The Additional  
Learning Support  
team will discuss  
your support  
needs with you.*





You can bring someone along with you to the interview – we often have parents, carers, support workers or teachers attend with future students.

In some instances you may only need a telephone interview, if you attend an interview with us we may ask to meet you again after this. We want to ensure we have the right support in place prior to you starting.

At whatever stage you talk to us we will individually tailor your support to meet your needs.

We respect your right to confidentiality about your disability or learning need. We will treat the information you tell us with care and, with your consent, share this with your tutors and support staff, so they know how to support you in and out of the classroom.



### **Can I bring someone with me?**

You can bring someone along with you to the interview – we often have parents, carers, support workers or teachers attend with future students.



It will help us ensure that reasonable adjustments can be made and flexibility around programmes of study can be considered to accommodate your individual needs as appropriate.

Information related to your support needs will be shared on our college electronic systems and held on secure college team drives.

Once you have made us aware of your needs and agreed that information can be passed on, we will ensure that your information is only shared with the relevant people.

If you had an Education, Health and Care Plan (EHCP) at school, then you should make sure that your Local Authority (LA) know that you want to enrol with us.



*We will normally want to meet with you to discuss your needs.*





Your LA will need to send us a Consultation with your draft EHCP asking us if we can meet your needs and can admit you to this college. We will normally want to meet with you to discuss your needs declared on your application and detailed in your EHCP to help us respond to the LA.

The college has regard to the Special Educational Needs and Disability code of practice: 0 to 25 years 2014 and duty to use its best endeavours to secure the special educational provision that the young person needs.

We work very closely with our local authorities during transition and on programme to secure the appropriate support for you.

Sometimes we might not consider that we are the best placement for you and if this is the case we will discuss this with your LA if we are unable to agree to admit you.



### Admissions process and Policy information

<https://www.southessex.ac.uk/applications-and-admissions/further-education-admissions>



## An alternative to specialist providers

Sometimes when a student wants to go to a specialist college or provider, we may be asked for information about whether South Essex College can meet your additional support needs and provide a suitable alternative.

We will invite you for a discussion and give an honest assessment of our capability to meet your needs.

We work closely with Local Education Authorities, schools and the Children & Young People with Disabilities service to help students, parents and others make the best decision for a prospective student, including those with an Education, Health and Care Plan.



*We will invite  
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give an honest  
assessment.*





## What support is available?

The Additional Learning Support department can, where appropriate:

- Offer advice and can assess the level of support you will need at college
- Arrange for specialist equipment, support and aids to be available (this may be subject to additional funding in some instances)
- Assess for exam access arrangements to be in place for students that require this. Evidence is required from the student in order for us to complete these
- Co-ordinate the provision of classroom support, which could include, note-taking and help with practical activities
- Offer assistance with personal care
- Provide sign language interpreters
- Provide Large print and/or Braille materials



- Adapt curriculum materials
- Access mental health specialists within the college
- Access advice from external specialist agencies
- Provide dedicated Student Learning Coaches
- Liaise with Tutors and staff to ensure your learning needs are met and that you are able to work towards your Academic and Preparing for Adulthood outcomes
- Advocate for you
- Facilitate mentoring and workshop support
- We encourage learner voice through participation in our Access-Ability Focus Group



*You will have  
access to support  
from our Careers  
Team to consider  
your next steps.*





All students who are supported by our Additional Learning Support department will have an online learning support plan, this will give details of the agreed support strategies.

This will be developed with yourself and the college staff together to ensure the support you receive is appropriate and meets your needs. This will include details of your Education, Health and Care Plan outcomes and provision.

You will have access to support from our Careers Team to consider your next steps and progression options.

We actively work with our Careers Team to help learners access appropriate support to help you make the right decisions for you about your future aspirations.



### Careers Team

<https://www.southessex.ac.uk/services-and-support/careers-advice>



## Well-being support

The college is committed to the wellbeing of all our students.

We recognise that everyone may need support from time-to-time with their mental health and wellbeing.



### Well-being or safeguarding needs

For resources and help for your well-being or safeguarding needs, please visit:

<https://www.southessex.ac.uk/well-being-support>



*We have staff  
with experience  
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## Specialist staff & resources

We have staff with experience of supporting students in many areas, including:

- ✓ Deaf and hearing impaired learners
- ✓ Visually impaired learners
- ✓ Global learning difficulties
- ✓ Mental health
- ✓ Specific learning difficulties (e.g. dyslexia)
- ✓ Autism spectrum disorder/asperger's
- ✓ Physical Disabilities

For personal care we have specially trained staff who can deliver this and dedicated hygiene rooms that include:  
Clos-o-Mat toilet, hoist and couch.

Where expertise is not directly available within the college we have well established relationships with specialist agencies and local and national organisations.



We can provide a range of resources and equipment, including:

- ✓ iPads
- ✓ Computers – these are within quiet learning areas throughout the college
- ✓ Laptops – for individual students to loan for the academic year
- ✓ Dictaphones
- ✓ Voice recognition software
- ✓ Read & Write Gold
- ✓ Portable hearing loops

**Students who are visually or hearing impaired are supported by our skilled team.**



-  Portable CCTV,
-  Portset Reader
-  Brailling equipment, Roger pen
-  Radio aids

Students who are visually or hearing impaired are supported by our skilled team of Educational Communicators.

The sensory team have close links with local schools, LA and specialist teachers such as teachers of the deaf or teachers of visually impaired to help identify level of support and provide high quality individualised support.



### Remember

Where expertise is not directly available within the college we have well established relationships with specialist agencies and local and national organisations.



## Exams & assessments

We can provide help for exams and assessments.

If you received access arrangements (EAA) in your exams or assessments at school or your most recent educational placement e.g. use of a reader, scribe, prompt, separate accommodation or additional time, it is very important that you tell us this. The Additional Learning Support team can arrange for appropriate assessments required by the Exam Boards to ensure you have the correct access arrangements in place.

However it is important to make sure that you provide us with your evidence, for example this might be your school assessment or a medical letter.



*The Additional  
Learning Support  
team can arrange  
for appropriate  
assessments.*





We can also help in emergencies, such as a student being taken seriously ill or having a short-term injury.

Provision could include:

- Extra time for written tests if you have a specific learning difficulty
- Specially modified, enlarged or Braille papers
- A reader
- A scribe
- Supervised rest breaks if your disability or medical condition means you need to take periods of rest
- An Educational Communicator for exams and assessments

If the ALS team do not receive your evidence or request for EAA by the published deadline (which will be published on student Moodle platform, included in ALS applicant newsletters and discussed during application stage with you) we cannot guarantee that we can process your request in time to meet the relevant external exam board deadlines.



## Getting around college

### Transport.

For transport information, including fare concessions please contact the funding team.



#### Funding team

[funding@southessex.ac.uk](mailto:funding@southessex.ac.uk)

## Moving around college

All of our campuses are accessible.

Our main campus sites are all close to public transport links and there is a free shuttle bus from specified locations to our Stephenson Road campus.



## Who to contact about additional learning support

Whatever your SEND need you can contact the Additional Learning Support team, who can give you advice and guidance.

Or you can contact our Head of Additional Learning Support via email at: **Karen.Fox@southessex.ac.uk** or telephone: **01375 362601**

Details of ALS staff and how to contact them are on the website page below and on student Moodle platform.

We have staff located at each of main college campuses who can help you with your enquiry.



### Additional Learning Support team

AdditionalLearningSupport@southessex.ac.uk

<https://www.southessex.ac.uk/additional-learning-support>

# Additional Learning Support

South Essex College

Luker Road

Southend-on-sea

Essex

SS1 1ND

**0345 52 12345**

<https://www.southessex.ac.uk>

If you require an electronic copy of this document or in large print or Braille, please contact Additional Learning Support on **0345 52 12345**