

LEARNER SUPPORT & REASONABLE ADJUSTMENT'S POLICY

1) Introduction

This policy sets out Rotunda's approach to supporting the delivery of high-quality provision for people with Special Educational Needs and/or Disabilities (SEND) and/or requires reasonable adjustments.

Rotunda is committed to ensuring that all learners have access to a high-quality learning experience and aims to support inclusion for all our learners. We believe that this experience helps learners to build resilience and supports them to progress, prepare for and secure employment.

Some learners may require additional support and we do our very best to ensure that provision is made for those who need it. Where Rotunda is unable to provide the level of support to address any special educational need or disability, learners will be referred to appropriate specialist provision.

2) Commitment

Rotunda will:

- Cooperate with Local Authority arrangements for young people with Special Educational Needs (SEN).
- Do our utmost to secure the SEND provision which the young person needs and is most appropriate for them.
- Provide 'reasonable adjustment to prevent disadvantage'.
- Provide guidance to help staff understand and provide reasonable adjustments and support for SEND learners to make progress.
- Provide the support and reasonable adjustments SEND learners need to access learning, assessment and pathways to employment.
- Provide relevant careers guidance for SEND learners.
- Ensure equal access to learning programmes and assessments.
- Where appropriate, engage with other organisations, in order to share information and deliver more coordinated, appropriate support for learners.
- Review learners progress regularly.
- When required, follow relevant awarding body and/or local authority reasonable adjustment's processes and policy(s).

3) Process

Should a learner disclose that they are on an EHC plan then a member of the safeguarding team must be informed. The safeguarding team member will coordinate with the appropriate local authorities to make arrangements for the learner journey.

Learners who disclose that they have a learning difficulty and/or disability, that will require additional support and/or reasonable adjustments to be made, will discuss this with a Rotunda staff member. It will then be discussed what support the learner will require and communicated to the relevant tutor and exams officer. The safeguarding team should be notified.

Where a learner requires additional or reasonable adjustments during assessments, the exams officer must be notified prior to any assessment taking place. Reasonable adjustments may include:

- Additional time
- A Reader
- A Scribe

The exams officer must speak to and request a reasonable adjustment following the awarding body policies and procedures. The lead invigilator should also be notified prior to the assessment to notify of a reasonable adjustment request.

Once the request has been agreed with the awarding body, the exams officer will work with the lead invigilator to ensure any reasonable adjustments are put into place prior to assessments taking place, following the relevant awarding body policy.

Rotunda will try to make any reasonable adjustments and/or learning support that may be required. Where required, Rotunda will liaise with the relevant awarding body organisation, local authority or support organisation(s) that may be required for additional support and/or guidance.

Awarding body policies and procedures will be followed for any reasonable adjustment made.



D) Contravention of this policy

Failure to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action being taken under Rotunda's disciplinary procedures.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	09/04/2024	Annual	10/04/2025	