MORLEY COLLEGE LONDON

Student Support Policy and Fitness to Study Procedure

POLICY OWNER: Head of Student Services
FINAL APPROVAL BY: Policy Committee
Policy Category: Student
Approved by Policy Committee: December 2020
Review Date: December 2024

1. Introduction, Purpose and Scope of Policy:

1.1 This Student Support Policy informs our students and other stakeholders about how we fulfil our responsibilities for supporting students. It explains how we ensure a supportive and responsive experience from initial enquiry through to completion of a course and to progression within or outside the College. This policy demonstrates our commitment to provide support for students that is inclusive and of a high standard and provides students with a foundation for high achievement.

1.2 The policy sets out our objectives and how we plan to achieve them in order to ensure that our students make the best possible progress, in an environment which ensures they are safe from discrimination and in which they are able to achieve to their very best.

1.3 The policy demonstrates our commitment to go beyond compliance with equality legislation and to strive towards best practice in our approach to Student Support across all the College's functions.

1.4 The policy is underpinned by the recognition that a high quality, impartial Information, Advice and Guidance (IAG) service is a key component in assisting our students to enrol on suitable programmes of learning and to achieve positive destinations upon completion of their courses.

2. Equality and Diversity Analysis Screening:

The Student Support Policy is designed to break down learning barriers for all Morley students. Owing to the constraints of funding streams unavoidably different levels of both Financial Support and Additional Learning Support will be available to learners depending on their programmes of learning. Reasonable adjustments will be made to the best of the college's financial support.

3. Applicability:

This policy is applicable to all students of Morley College London.

4. Definitions:

4.1 Financial Support – The provision of financial support through the Funding Bodies support funds and the internal College Bursary Fund to assist the College in breaking down the financial barriers to learning (details of the financial assistance currently available are in Appendix A).

4.2 Additional Learning Support (ALS) – Our arrangements to provide an outstanding service for those students with disabilities, liaising with community partners to support students' needs.

4.3 Information, Advice and Guidance (IAG) – Our arrangements to provide an appropriate

level of Advice and Guidance in a confidential and impartial setting, including access to an extensive network of local support for our students. There will be a particular emphasis in meeting the Gatsby Benchmarks for our 16-19 learners.

5. Statutory and regulatory requirements:

In drafting this policy and keeping it under review, the College has had and will continue to have due regard for the Equalities Act 2010 and the funding rules set by funding bodies.

6. Policy Objectives:

This policy aims to ensure that available resources are utilised to enable all students to achieve to their full potential. Where demands conflict, we prioritise support for students on accredited courses to enable them to achieve qualifications leading to training and employment.

7. Policy statement;

Morley College London aims to reduce barriers to learning to ensure that all students achieve to their full potential irrespective of background and personal circumstance.

8. Implementation of Policy:

8.1 All Students attending the College can expect the following level of Student Support:

- A confidential pre-enrolment advice and guidance service
- Support with the enrolment process
- Advice on all financial support available for specific programmes of learning
- Assessment with a member of the Additional Learning Support team and an adjustment note to class tutor
- Careers advice with a qualified adviser.
- Signposting to external welfare organisations
- Support with equipment for sensory Impairments
- Post–course confidential advice and guidance and signposting

8.2 In addition to the above, all students on accredited courses can expect the following:

- Support with applications for Advanced Learning and Higher Education loans.
- Students on Higher Education courses will be supported in applying for Disabled Student Allowances (DSAs)
- Upon receipt of a DSA Assessment of Need report for a Higher Education student we will contact the student to arrange an appointment and implement any adjustments based on the report.
- Financial support with childcare, materials and transport via the Discretionary Learner Support and Loans Bursary Funds for qualifying students with funds prioritised based on need.
- Access to the 16-19 Bursary Fund with priority given to learners in defined Vulnerable Groups as outlined in Appendix A

- On-going support with a learning support specialist (dyslexia/counsellor or another) according to need
- Exam access arrangements to ensure reasonable adjustments are made for students with disabilities
- Access to Mental Health and Wellbeing support, delivered by qualified staff.

8.3 Additional Learning Support is bound by constraints. These include:

- Disclosure of need to the Learning Support department during the enrolment process
- The level of financial support available at any given point in the year
- The assessment of the ability of the student to achieve on a course.
- The extent to which the adjustments required to meet a student's needs are reasonable and do not adversely affect the nature of the course/the majority of the students
- The level of "wellness" required to maintain an acceptable level of attendance
- The compliance of the student with the College's Student Charter
- The student meeting the attendance requirements of the course.

8.4 Careers Information, Advice and Guidance for 16-18 year olds will includes the committing to the implementation of the Gatsby Benchmarks. This is illustrated in the Careers Education, Information, Advice and Guidance Prodecure

9. Communication and training:

The policy will be shared with staff via College internal shared mechanisms and will also be publicly available on the website. The Appendices related to ALS, CIAG, Wellbeing and Financial Support will be updated annually to reflect changes.

10. Monitoring and Reporting:

The Head of Student Services (HoSS) reporting directly to the Deputy Principal has responsibility for the effective implementation of the policy. The HOSS will be supported by the ALS and Student Services and Wellbeing Managers in achieving this. The work of the HoSS will be further monitored by the Academic Board and the Quality and Standards Committee of the Governing Body.

11. Related References, Policies, Procedures, Forms and other Appendices:

Appendix A – Financial Assistance for Students 20-21
Appendix B - Fitness to Study Procedure
Appendix C – ALS Procedures and Standards
Appendix D – Careers Education, Information, Advice and Guidance Procedure (to come)
Appendix E – Student Wellbeing Procedure (to come)

Further information on Additional Learning Support is provided in the College's ALS Policy. (link when available)

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FINANCIAL ASSISTANCE FOR STUDENTS 20-21

The purpose of these funds is to provide financial support for students with a specific financial hardship preventing them from taking part in or from continuing in learning. Morley College has 3 funds that students can apply for:-

1. Morley College Bursary

- The Bursary can provide a financial contribution towards tuition fees to enable you to study

2. 16-18 Bursary

- The Bursary can provide a financial contribution financial support to help while studying. This will depend on which course you study, how far away from your college centre you live and your household circumstances. This includes travel and materials.

This support is means-tested and you need to be a dependent of someone with low income or on benefits or financially supporting yourself, and be on an applicable accredited course.

3. Learner Support Fund

4. Advanced Learner Loans Bursary Fund

- These funds are to provide support for Travel & Materials (including books & equipment)
- And / Or Childcare costs while you are studying at the college

This support is means-tested and you need to be on low income or on benefits, and be on an applicable accredited course. For the Advanced Learner Loans bursary fund you also need to be in receipt of the advanced learner loan, the minimum amount for the loan is £300.

5. Higher Education Students

- Eligible students on our Higher Education Courses are able to apply for Maintenance loans, the Childcare Grant and the Adult Dependent Grant (in addition to tuition fee loans).
- Students have to apply directly to Student Finance England for these loans

6. Morley College Bursary Fund

The Morley College Bursary is a discretionary fund operated by the College to assist students who are experiencing financial difficulties and are unable to pay the full course fee.

Funds are limited and the College regrets it may not be possible to fund all students who meet the criteria.

Students can apply for Bursary support on most courses, but not if Advanced Learner or Higher Education Loans are applicable for the course.

The panel will consider applications when one of the following applies;

- The student qualifies for the concessionary rate but there are circumstances above an beyond those for which the concession is granted. Proof of these circumstances must appear within the supporting statement and a bank statement / benefit documents must support the application
- The applicant does not qualify for the concessionary fee but there are exceptional circumstances which would mean that the applicant would not be able to attend the course unless the Bursary was awarded. Proof of these circumstances must appear within the supporting statement and a bank statement / benefit documents must support the application

The fund can make a contribution towards course fees, either 25% or 50%. Support is restricted to £200 per student per year and this can be spread across 3 terms, you can also only get support with one course per term.

Applications must be made before you enrol on a course. Applications forms submitted after enrolment will not be considered.

Please request an application form from student services, or download from the website. You need to return the application form and any relevant documents to, studentfinance@morleycollege.ac.uk. You may be required to attend an interview to discuss your application.

The Bursary Committee, comprising of a the Central Admissions and Student Finance Manager, Head of Student Services and a member of the Curriculum team meets every fortnight. You will be informed of the decision in writing within 5 working days of the meeting.

Appeals

If your application is not granted, you can appeal this decision. This must be done via email to the Vice Principal, Marco Macchitella: please email this appeal to studentfinance@morleycollege.ac.uk
You must submit an appeal, within seven days of written notification of the outcome of your application.

7. 16-18 Bursary

The 16 to 18 Vulnerable Learner Bursary Fund is made on the basis of attendance and eligibility criteria, please be aware that funding is limited and the College regrets it may not be possible to fund all students who meet the criteria.

Eligible learners -

- In care, care leavers, receiving Universal Credit because you are financially supporting yourself, receiving Personal Independence Payments in your own right.

There are discretionary bursaries for travel, to buy essential books, equipment or specialist clothing (such as protective overalls, for example). This support is means-tested and you need to be a dependent of someone with low income (less than £30,000 per year) or on benefits or financially supporting yourself.

Free College Meals**.** If you were entitled to free school meals at school or you or your parent/carer are on certain benefits, then you may be eligible for help with meals whilst you are at college.

Childcare Costs. If you are aged 16-19 at the start of your course the **Care to Learn** scheme can help with childcare costs while you study. https://www.gov.uk/care-to-learn

This fund supports those on selected accredited courses.

Applications for support must be made after enrolment, you must apply online.

Support will be removed if:

- You subsequently abandon or do not complete the programme of learning.
- Your attendance is less than 85%.
- Your conduct or behaviour is in breach of College Rules & Regulations.

You should also note that

- **if you receive any state benefits it is your responsibility to inform the Department for Work and Pensions about any learner support payments you receive, as this payment may affect your eligibility for some state benefits.**
- **that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered, this might result in a referral to the police with the possibility of the student and/or their family facing prosecution**

If you are in any doubt about the above, or require further advice and information, please email studentfinance@morleycollege.ac.uk

Appeals

If your application is not granted, you can appeal this decision. This must be done via email and the appeal with assessed by the Head of Student Services, please send this email studentfinance@morleycollege.ac.uk
You must submit an appeal, within seven days of written notification of the outcome of your application.

8. Discretionary Learner Support Fund

These awards are funded by the Skills Funding Agency to help students most in need. Funding is limited and the College regrets it may not be possible to fund all students who meet the criteria. These funds come from the Adult Education Budget and are exclusively for learners who's course are funded via this budget.

The Discretionary Learner Support Fund supports those on selected accredited courses.

To receive support from this fund, you must be in receipt of a means tested benefit or have a household income under £30,000.
You must also be ineligible for funding from the Advanced Learning Loans Bursary.

This fund can support the cost of childcare for children aged between 18 months and 5 years for full time care and from 5 years to 11 years for part time care. Providers must be Ofsted registered. We can support up to 3 children per student.
Students in receipt of free childcare will be expected to use these hours to cover study time before claiming funding from the College.
Payments for childcare costs will be made directly into the bank account of your childcare provider by BACS transfer.

No payments will be made for half terms, Christmas or Easter holidays. Please note that it remains your responsibility to pay for any periods or amounts not previously approved and to pay the full cost of childcare should you stop attending regularly or withdraw from your course of study.

If you have a disability or learning difficulty you may be eligible for extra support with materials related to your disability or learning difficulty, please speak to Learning Support in the first instance.

Applications must be made after enrolment, you must apply online.

Please note that the Childcare support of the Discretionary Learner Support Fund is only confirmed upon receipt of a letter of confirmation from the Student Finance team, and the fund is distributed strictly on a first come first served basis.

The college prioritises the use of these funds to support childcare. Should the budget allow the college would use any remaining funds to support other course related costs including Travel and Materials for eligible students. This support with be prioritised to those studying on course requiring 12 hours a week or more.

Support will be removed if:

- You subsequently abandon or do not complete the programme of learning.
- Your attendance is less than 85%.
- Your conduct or behaviour is in breach of College Rules & Regulations.

You should also note that if you receive any state benefits it is your responsibility to inform the Department for Work and Pensions about any learner support payments you receive, as this payment may affect your eligibility for some state benefits.

If you are in any doubt about the above, or require further advice and information, please email studentfinance@morleycollege.ac.uk

Appeals

If your application is not granted or you want to appeal the nature of the award, you can appeal this decision. This must be done via email marked for the Head of Student Services to studentfinance@morleycollege.ac.uk

You must submit an appeal, within seven days of written notification of the outcome of your application.

9. Advanced Learning Loans Bursary

These awards are funded by the Skills Funding Agency to help students most in need. Funding is limited and the College regrets it may not be possible to fund all students who meet the criteria.

The Advanced Learning Loans Bursary supports those studying on a level 3 (or above) accredited courses. You must be aged 20 or above at the start of your course and have shown confirmation that you are already approved for an Advanced Learning Loan.

To receive support from this fund, you must be in receipt of a means tested benefit or have a household income under £30,000.

This fund can support the cost of childcare, travel and materials costs.

For childcare support children must be aged 18 months to 5 years for full time care and from 5 years to 11 years for part time care. Providers must be Ofsted registered. We can support up to 3 children per student.
Students in receipt of free childcare will be expected to use these hours to cover study time before claiming funding from the College.
Payments for childcare costs will be made directly into the bank account of your childcare provider by BACS transfer.

No payments will be made for half terms, Christmas or Easter holidays. Please note that it remains your responsibility to pay for any periods or amounts not previously approved and to pay the full cost of childcare should you stop attending regularly or withdraw from your course of study.

For travel costs you must live in excess of one mile from the College, unless there are exceptional circumstances.
In you live in zones 1-3, payment is £3 per day you are timetabled to be in college, for zones 4 upwards £5 per day. If you live further away the college may be able to help with extra costs. Travel is paid based on percentage of attendance.

The Materials payments is based on your course and is paid once per term

This fund cannot be used to pay for course fees.

Applications for support must be made online and once you have confirmed approval of your loan through the Student Loan Company. The college cannot support with any funds until you have confirmed approval for the loan.

If you have a disability or learning difficulty you may be eligible for extra support with materials related to your disability or learning difficulty please speak to Learning Support in the first instance.

Support will be removed if:

- You subsequently abandon or do not complete the programme of learning.
- Your attendance is less than 85%.
- Your conduct or behaviour is in breach of College Rules & Regulations.

You should also note that if you receive any state benefits it is your responsibility to inform the Department for Work and Pensions about any learner support payments you receive, as this payment may affect your eligibility for some state benefits.

If you are in any doubt about the above, or require further advice and information, please email studentfinance@morleycollege.ac.uk

Appeals

If your application is not granted or you want to appeal the nature of the award, you can appeal this decision. This must be done via email marked for the Head of Student Services to studentfinance@morleycollege.ac.uk

You must submit an appeal, within seven days of written notification of the outcome of your application.

10. Higher Education Students

Eligible students are able to apply for Tuition Fee loans and Maintenance loans on our Higher Education Courses. Students should apply directly to Student Finance England for the loans and should apply as early as possible to ensure that the appropriate funding is in place at the start of the course.

- Maintenance loan payments are paid directly to the student from the Student Loans Company, and Morley will process appropriate attendance data to the Student Loans Company to facilitate payments.

- Additionally eligible students can apply for the Childcare Grant and the Adult Dependent Grant through Student Finance England.

Appendix B

Fitness to Study Procedure

Introduction

Morley College London is committed to supporting student wellbeing and recognises that a positive approach to health is integral to students' achievement. As outlined in the Student Support Policy we are committed meeting the AOC Mental Health and Wellbeing Charter.

Fitness to Study relates to an individual's capacity to participate fully as a student both with their studies and with the social aspects of College life generally. This procedure outlines the steps to be taken by the College when there is concern that a student's health has the potential to adversely affect the student themselves or of others in the College community.

Decisions made concerning a student's fitness to study are made through a collective, supportive process, after appropriate consultation and after consideration of the student's ability to study, learn effectively and complete their course successfully.

Please note that prior to enrolment the College reserves the right to request further information or evidence from a student if they have concerns regarding their fitness to study. All students are expected to meet the standards set out within the Code of Conduct in the Student Handbook. When a staff member has such concerns a meeting should be arranged to discuss the suitability of the course before the student is enrolled.

Issues arising from this procedure may be dealt with in accordance with the College's Safeguarding procedures when appropriate.

1.1 The term 'fitness to study' as used in this document relates to the entire student experience, and not just a student's ability to engage with their studies. For example, the College expects its students to be able to live in harmony with others, and conduct themselves in ways which have a positive impact on those around them.

1.2 Whilst all students at the College must conform to certain standards of behaviour it is recognised that issues of concern which may lead to behaviour which is not of the standard expected level can be due to health and wellbeing issues. The purpose of this procedure is to identify the steps to be taken when students are no longer meeting the behaviours expected by the College.

1.3 A student's fitness to study may be questioned if health problems are disrupting their own studies or the student experience of others, or result in unreasonable demands being placed on staff or other students.

Avenues of Support available for students throughout their time at Morley.

Identification of support needs at Interview on substantial courses.	Students are made aware of wider college services including Additional Learning Support (ALS). Careers Education, Information Advice and Guidance (CEIAG) and Mental Health and Wellbeing Services and tutor supports in signposting to college services at interview stage
The induction raises awareness of support services that students can access	A member of the Student Services team visits full time courses in first week to introduce support services. All students across the college get played the College Induction Video (Student Support Policy)
Wellbeing in embedded in Curriculum for Study Programmes	The college links effectively with external organisations to supplement internal services in supporting student with sessions developed around promoting good mental health and resilience
Student Can access specialist Additional Learning Support throughout their time at Morley	Students with identified Learning Support Needs benefit from tailored support either in class or on a weekly basis with a qualified tutor to break down barriers to achievement. (ALS Policy and Procedure)
There is a framework of support across the college in supporting Mental Health and Wellbeing is in alignment to AOC Mental Health Charter	1-1 sessions are available for all students in supporting Mental Health. These are delivered by qualified in house staff and via MIND who work specifically with our students aged 16-25. (Mental Health and Wellbeing Procedure)
Pastoral Support in central to the tutorial process	Tutors identify concerns in relation to attendance and engagement. Action Plans are produced by Student Progress Advisers and recorded on Staff Advantage. (Attendance Policy)

2. <u>Circumstances under which a student's fitness to study should be considered</u>

2.1 The list below includes examples of circumstances where a student's fitness to study might be considered, although this is not exhaustive:

- Where a student is affected by medical conditions that require long periods of absence and treatment.
- When there is a disruption to teaching, learning and support of other students or where unreasonable demands are being made on staff or students due to deterioration in the physical or mental health of a student.
- Where there is a potential risk to a student or others due to deterioration in the student's physical or mental health.

3. Fitness to Study Procedure

Emerging Concern

3.1 Wherever possible we will seek to address these concerns informally, using the supportive processes outlined above. These concerns typically, although not exclusively, would centre on attendance, behaviour in the classroom and engagement in the course. For students under the age of 18 the College will involve the parent/guardian in all matters related to an Emerging Concern.

3.2 Where the informal processes have not resolved the issues, then we move to the more formal procedure below.

Serious or Continuing Concern

3.2 The relevant Course Lead, Head of Student Services or Additional Learning Support Manager should be informed of the concerns being raised.

3.3 The relevant Course Lead should arrange a meeting with the relevant curriculum staff present and any other staff from the curriculum area and/or professional services as is considered appropriate in the individual circumstances. There should normally be two members of staff present at the meeting except in exceptional circumstances.

3.4 At least 5 working days' notice should be given to students prior to the meeting.

3.5 The student should be made aware of the purpose of the meeting and that they may be accompanied at the meeting by a relative, friend, student representative or support worker (including a Health or Social care professional), but not by a legal or other professional adviser unless the College otherwise agrees. For students under the age of 18 a parent/guardian must be in attendance at the meeting. In the event that the student is unable or unwilling to attend, the meeting may go ahead in their absence, if the College considers it reasonable to do so. However, the College should offer to rearrange the meeting at least once. Refusing to attend the meeting may also trigger the Significant or Persistent concern stage of the procedure.

3.6 A Serious or Continuing Concern panel may seek a medical assessment, usually from the student's GP or medical practitioner. If the student refuses their studies may be suspended until evidence that they are fit to study can be provided.

3.7 The meeting will consider whether the student is able to participate as a student, in relation to progressing with academic studies and life at college and whether any support needs can be met by the College's support services.

3.8 If this is considered possible, an action plan will be agreed between the Course Lead and the student detailing a timeline and milestones the student will need to meet along with details of the support to be provided to the student. A decision should be made by the Head of Curriculum who is responsible for monitoring the plan. The student should be made aware of what will happen if the action plan is breached, which will normally

involve their case moving to the Significant or Persistent Concern stage.

3.9 If it is not possible for the parties to agree on an appropriate plan Significant or Persistent stage of the procedure will be initiated.

3.10 The outcome of the Serious or Continuing Concern meeting should be recorded, with any agreed actions and timescale, sent to the student within 5 working days or before the student's next class by the HOS.

Significant or Persistent Concern

3.11 The Significant or Persistent Concern stage can be reached through an escalation of Serious or Continuing concern or directly if the concerns identified by the College are serious, persistent or have become critical i.e. the student's behaviour is putting health and safety or the well- being of self or others at risk. It may also be invoked if a student has previously had their studies suspended through this procedure and the same issues have arisen on being re-admitted to College.

3.12 The Serious of Continuing Concern Panel chair, relevant Head of Curriculum or Head of Student Services, may call a Significant or Persistent Concern Fitness to Study meeting.

3.13 The meeting will normally be chaired by a member of SLT who is not the Principal. At the discretion of the panel Chair, the panel may include relevant members of academic staff or professional services staff. The membership of the panel will be at the discretion of the Chair as is most appropriate taking into account the circumstances but a quorum of 2 must apply. A minute taker will also be present.

3.14 At least 5 working days' notice should be given to students prior to the meeting.

3.15 The Panel may request medical evidence. The student will be invited to attend the meeting and informed that he or she may be accompanied by a relative, friend, student representative, support worker (but not by a legal or other professional adviser unless the College otherwise agrees). For students under the age of 18 a parent/guardian must be in attendance at the meeting. In the event that the student is unable or unwilling to attend, the meeting may go ahead in his or her absence if the College considers it reasonable to do so. However, the College should offer to rearrange the meeting at least once.

3.16 At Significant or Persistent Concern Panel, the student's support needs will be discussed and various options considered. These will be either; A continuation of studies with an action plan in place with review date. A break from study, a period of suspension. A recommendation for withdrawal or exclusion of the student.

3.17 In cases where a suspension or postponement of studies is recommended by the College, a clear time frame should be given to the student. The provision of appropriate documentation/medical evidence within that time frame will be a condition of re-entry to the programme of study.

3.18 The decision made by the panel will be notified to the student within 5 working days of the meeting. The student will be advised of their right to appeal against the decision and

informed how that appeal should be lodged and in what timescale. Any appeal must be based on new evidence coming to light or on the basis that the process had not been adhered to.

3.19 Should a student be unwilling or unable to take part at any stage of the procedure or to attend a meeting, the College may nonetheless follow the procedure where it is reasonable to do so. In addition, the College will consider any request from the student to proceed with a meeting in their absence on the basis of written reports and/or a written statement from the student.

3.20 A note of the meetings and panels shall be kept on the College record system.

4. Right of appeal

4.1 The student may appeal the decision made at Significant or Persistent Concern Panel by appealing in writing to the Principal. This appeal must be lodged within 5 working days of the Panel meeting. The appeal should be made on the basis of new evidence or due process not being followed.

4.2 If the appeal is accepted, the Principal may choose to meet with the student after reviewing the paperwork of the earlier meetings.

4.3 The decision of the Principal will be final. They reserve the right to request a further meeting with relevant staff and / or the student or may choose to make a decision based on evidence already considered.

5. Return to Study and Support Moving Forward

5.1 Any return to study at the College, including either re-joining the same course or commencing a different course, following the withdrawal or suspension should be agreed by the appropriate Head of Curriculum/Head of School, with the advice of the Head of Student Services or Additional Learning Support Manager, in advance of any return

5.2 If the Head of Curriculum/Head of School does not feel that the student's health has improved to a level where they could re-join the College a Significant or Persistent Concern Panel meeting shall be instigated the review the case

5.3 If the student is under the age of 18 any suspension or postponement of studies will be communicated to the Local Authority where the student resides as detailed in our Process for Support Early Leavers.

Appendix C

ALS Procedure and Service Standards

1) Student declares a disability or learning difficulty in application process which triggers an automatic email from Learning Support, outlining services and signposting how the student would book a Needs Assessment.

2) Student applies for a Needs Assessment via tutor referral or self-referral. HE students must complete a DSA application and will be provided a Needs Assessment with an external agency. In some instances, pending the DSA allowance the College will provide in-house ALS. This is at the discretion of the Head of Student Services.

3) ALS administrator books Needs Assessments in with qualified tutors or Level 7 qualified ALS staff.

4) Student is apportioned support after discussion of student needs in regular ALS caseload meeting, with final discretion of level of support sitting with ALS Manager.

5) Upon allocation of students, ALS staff email curriculum tutor to inform that their student is receiving support and that information regarding a) identified areas to focus on in support sessions and b) progress updates will be required. If the Needs Assessment does not identify ongoing support needs delivered by the ALS team an Adjustment Note will be sent to the curriculum tutor, cc'ing the Programme Manager/Subject Lead. The curriculum tutor must implement the adjustments identified. Themed Learning Walks will take place termly to evaluate the effectiveness of the adjustments.

5a) *Accredited courses 1:1 support*: in week 1 of 1:1 support, ALS tutor and student complete initial target setting (see Record of Work). Reviewed at 6 weeks and upon completion of support. Student to sign ALS Service Standards.

5b) *Accredited courses in-class support*: In week 1 of in-class support, student, support tutor and curriculum tutor meet prior to the first class to identify the support requirements required. Support tutors should participate in setting ILP targets with the student and curriculum tutor. Curriculum tutor to communicate lesson outline in advance of each session and how the support tutor will assist as appropriate i.e.: lesson plan. In the first session, student to sign ALS Service Standards.

5c) *Non-accredited courses*: in-class and ongoing support for student on non-accredited learning will be delivered via the volunteer scheme, under the management and quality assurance of ALS Managers. In the first session, student to sign Service Standards.

6) The quality of learning, teaching and assessment within ALS and in-class support will be monitored via the LTA quality assurance processes (see LTA Policy):

- 1:1 ALS tutors will undertake learning walks.
- Curriculum tutors who have students receiving in-class support will be expected to demonstrate how this is supporting the student's learning journey in their OLTAs and LWs.
- In-class LSAs will undertake themed learning walks.

7) ALS students to complete impact evaluation upon completion of support (format TBC).

Ongoing through the process:

1) regular ALS team meetings chaired by local ALS Manager

2) ALS Managers attending HoS/CH meetings and PM/SL meetings

3) Half termly meetings between ALS tutor and relevant PM/SL for students with EHCPs

ALS Service Standards

College responsibilities

- Universal to all students is the access to a Needs Assessment. Ongoing support throughout course is dependant on level of class and nature of provision. This is dictated by funding streams available for support for differing types of provision.
- You will be contacted with 1 week of submitting your Student Referral Form to arrange a time for you to attend a needs assessment
- After the needs assessment, your class tutor(s) will receive an adjustment note and, if applicable, support will be offered at the earliest opportunity
- We will work with your class tutors to ensure that your support is appropriate
- The majority of 1-1 support will be delivered online. However, we recognise that this will not be suitable for all students and some support will available in person
- **Where a member of staff has a concern about the welfare of or significant risk to a young person or vulnerable adult e.g. neglect or abuse, this will be discussed and reported to the Safeguarding Team**

Student responsibilities

- Your initial allocation of 1-1 support is six sessions. After this, your tutor will review your allocation
- It is important for your progress that you attend all sessions and arrive on time
- If you can't attend because of illness/another appointment, please give us as much notice as possible. All absences will be deducted from your allocation and will be taken into account when we discuss any further support with you
- If you miss two consecutive appointments or your attendance at support or on your course falls below 80%, your support will stop and another student may take the appointment time

Student signature _____ Date _____

Print name _____

Tutor signature _____ Date _____

Learning support: email learningsupport@morleycollege.ac.uk