

Disability Statement

Leeds City College

Leeds City College is an inclusive organisation that is proud of its record on promoting equal opportunities and removing barriers to education and training. We welcome disabled people and strive to create an inclusive learning and working environment that respects and celebrates difference and encourages all students and employees to reach their full potential.

This leaflet aims to provide information on services and facilities for people with a disability, and who to contact for further information.

How college resources are allocated and matched to young people's additional learning needs

Leeds City College follows the guidelines of the Children and Families Act and the SEND code of practice.

By April 2018 all statements and LDA's will have been converted into Educational Health and Care Plans where the LA has agreed. The plan will be formally reviewed and amended annually in a person centred review meeting conducted by a member of the high needs team, involving all professionals working with the student with prior agreement.

The Local Authorities will retain responsibility for ensuring that the outcomes of the EHC plan are met.

You do not have to have disability to receive support or for the college to make reasonable adjustments.

This Disability Statement refers to a disability or SEN as defined within the Equality Act 2010,

A person (P) has a disability if -

A. P has a physical or mental impairment, and

B. The impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities

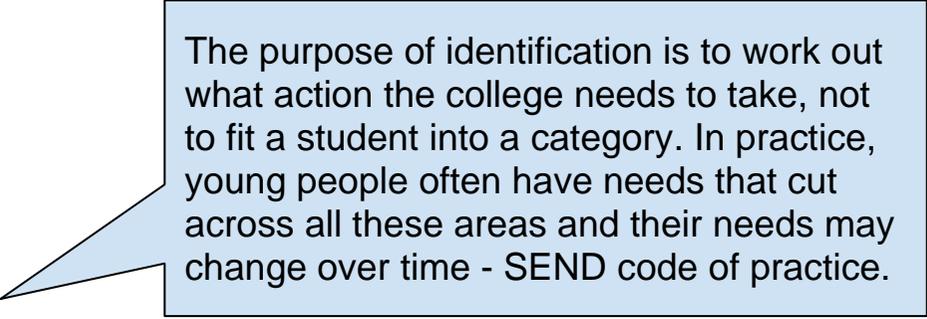
A reference to a disabled person is a reference to a person who has a disability.

A person (P) has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

- Has a significant greater difficulty in learning than the majority of others the same age. Or*
- Has a disability which prevents or hinders him or her from making use of the educational facilities of a kind generally provided for others of the same age in a mainstream post-16 institution.*

There are four broad areas of SEN need:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs



The purpose of identification is to work out what action the college needs to take, not to fit a student into a category. In practice, young people often have needs that cut across all these areas and their needs may change over time - SEND code of practice.

College procedures

Leeds City College is committed to eliminating any unlawful discrimination, promoting equality of opportunity and promoting good relationships between different groups. We will apply this to all current and future students, employees, governors, partners, visitors and contractors delivering services on our behalf.

The following LCC procedures reinforce this commitment:

- ★ LCC Learning support policy
- ★ LCC Equality and Diversity policy
- ★ LCC Safeguarding Policy
- ★ LCC Positive Behaviour Policy

LCC has a Learning Support provision which aims to meet your individual support needs, from Quality First Teaching to Targeted support and High Need support.

We promote an inclusive environment to encourage all students and staff to achieve their full potential by making use of the resources we have available. All our policies are available in alternative formats upon request. They are also available on the college intranet and at our centres.

Staff Expertise

Our High Needs Support team has qualified and experienced staff in the field of disability. All teaching staff in the college have teaching qualifications with many having additional qualifications in a specialist field, we also have trainee teachers with mentor support. We provide an ongoing staff development programme around various disabilities.

Choosing Leeds City College

If you are unsure of the right course for you or require further information give us a ring on 0113 3861997 to arrange a careers/guidance interview or visit one of the drop in sessions advertised via the website.

We are also able to help you with:

- ★ Filling in forms

- ★ Amending forms to suit your needs
- ★ Arrangement of enrolment to suit your requirements.
- ★ Providing staff support at interviews and enrolment
- ★ Financial, benefits and welfare advice.

Application

We offer an online application process via our website, alternatively you can request a paper copy or ask a member of staff to complete it for you. We will ask you if you require any adjustments for your interview on your application form. There is also the opportunity to let us know if you have an Educational Health and Care Plan (EHCP).

Interview

Support will be provided at interview if requested also a low volume interview time.

At your interview and enrolment you will be able to discuss any additional needs you may have and an assessment will be offered to ensure we have all the information required to support you.

It is important that you tell us about your additional needs so that the college can support you.

The college is committed to providing a centralised, fair and transparent admissions process that maximises inclusion and widens participation.

Transition to college

The college is able to provide a personalised transition plan for students with disabilities or learning difficulties who require one. This can include visits to the college at non-peak times, attend classes, orientation of the building, meeting staff, production of a personal orientation diary. We can provide travel training or help you to request transport from your Local Authority.

Taster days and Induction

Taster days and induction is a key opportunity for you to get to know more about the college and its services. You will receive more details about your course, assessment procedures, orientation of the college and its facilities, meet staff teams and get to know other students.

We know that students do benefit from the induction process. If there is anything you would like to change to meet your individual requirements please talk to your course tutor or discuss at interview.

Educational Facilities and Support

You can receive support for your learning in many ways. We offer Quality First Teaching, Targeted support and High needs support.

This can be in the form of:

- ★ Small group size
- ★ In class support e.g.
- ★ 1-1, 1-2 LSA
- ★ Adapted materials e.g. Font size, Brailed, coloured paper
- ★ Communication support
- ★ Ongoing guidance
- ★ Access to the Independent Learning Zone for additional maths and English support
- ★ Spectrum group
- ★ Oasis room (for those with ASC or mental health issues)
- ★ Mental health support and counsellors.
- ★ Dyslexia tutor support
- ★ Risk assessment
- ★ Personal emergency evacuation plan (PEEP)
- ★ Specialist support worker of the deaf.
- ★ External agency support e.g. SaLT, Ed Psych, SENDIASS

For more details see our Local Offer ([add the link here](#))

For us to provide reasonable adjustments to our provision we would prefer to discuss your needs prior to you starting college. Early application is advisable so we can work with you to assess your needs and contact external agencies with your permission if appropriate.

We offer equipment for loan and technological support, subject to assessment and demand.

This can be in the form of:

- ★ Laptops
- ★ Chromebooks
- ★ Screens
- ★ Keyboards
- ★ Dictaphones
- ★ Adjustable chairs and desks
- ★ Software e.g Dragon, Brain in hand. Read and write gold (text help)

Personal Care and Medical Support is provided should it be required from our support workers. Every campus has qualified first aiders.

We can offer some light physio support through close working with individual students physiotherapists should it be required on college days.

Exam Access Arrangements

You may need some additional support or special arrangements for your examinations or assessments. The regulations for both may differ by awarding bodies and can be confirmed through the college examinations officer on each campus. Students will usually require professionally endorsed evidence of their need (this can be from the EHCP, GP, psychologist) or college dyslexia tutor and arrangements are based on your normal way of working.

Arrangements can include:

- ★ Adapted exam papers e.g. braille, font size, colour
- ★ Reader
- ★ Scribe
- ★ Prompter
- ★ Language modified papers e.g. for deaf students
- ★ Rest breaks
- ★ Additional time 25-50%
- ★ Special invigilation arrangements
- ★ Laptop

It is essential that arrangements are confirmed well in advance of exams. Please discuss at interview, taster or induction with your course tutor.

We also offer courses where assessment is ongoing and can be at a pace to suit you.

Support for Higher Education courses.

The college will provide LCC HE students with additional learning support and this will be funded, in the main, by the student's Disabled Student's Allowance (DSA).

When an LCC HE student is referred for support, (either via teaching staff or by self-referral), HE support staff will meet with the student to discuss their difficulties and support needs in general terms. Where appropriate, students will be encouraged and assisted to apply for DSA through their financing body, usually Student Finance England (SFE).

Where LCC HE students need a diagnostic assessment completing to provide the required evidence for their application, (for those students with Specific Learning Difficulties such as dyslexia), the college will arrange and fund this assessment.

This DSA application process can be quite lengthy (taking approximately sixteen weeks from SFE receiving the student's initial application), so students are advised to contact the HE support team at the earliest opportunity to start this process.

Once confirmation has been received by the student from SFE of the support plan they are eligible for, HE support staff will provide the support detailed in the confirmation document, (usually 1:1 study skills support), as required.

For those students not eligible for DSA, or who do not wish to apply for it, ad hoc study skills support sessions based on demand.

For those students who require other forms of support, advice will be provided so that students are guided towards appropriate services and staff.

Useful contacts

Sue Green Head of learning support and high needs Leeds City College

susan.Green@leedscitycollege.ac.uk

Tel: 01132846244

Mobile; 07920156863

Fiona Miller High needs assessment manager

fiona.miller@leedscitycollege.ac.uk

07920028066

Sharon Stanley High needs transition coordinator - Technology campus

sharon.stanley@leedscitycollege.ac.uk

07920201893

Lisa Foreman High needs transition coordinator - Beeston Campus

Lisa.foreman@leedscitycollege.ac.uk

075544133556

Claire Roo High needs transition coordinator - Printworks Campus

claire.roo@leedscitycollege.ac.uk

07920201901

Angela Carrier High needs transition coordinator - ParkLane Campus

angela.carrier@leedscitycollege.ac.uk

07554413556

Thomas Marsden High needs transition coordinator-The Vine and Beeston

thomas.marsden@leedscitycollege.ac.uk

Sharon Ryan Deputy Head Adult Pastoral and Learning Support 19+students

sharon.ryan@leedscitycollege.ac.uk

07500083173

Simon Wilson HE Learning Support Officer - University Centre

simon.wilson@leedscitycollege.ac.uk

Complaints and Appeals Procedures

Leeds City College aim to make your time with us a successful, enjoyable and pleasant experience. There may be a time you wish to complain about part of your experience, we have a procedure in place to ensure this is dealt with promptly and correctly. You are encouraged to try and resolve any issues with the staff member concerned or talk to your tutor or any other staff member.

If they are unable to help with this, you can go directly to the head of department, who can assist with any matter. They will be able to help resolve any complaint that is put forward.

Should any student require an advocate to support them in the complaints or appeals process please contact you're coaching tutor or main curriculum staff member, student union or family member. Other support could be through your CSW or learning support worker.

Facilities and Access

Leeds City College offers courses over 7 sites within Leeds and our Keighley Campus. Some buildings are more accessible than others please view the facilities guide.

Leeds City College has an Accommodation Strategy for ongoing improvements and new build facilities.