



# Bolton College SEN and Disability Local Offer



<b>Setting Name and Address</b>	Bolton College , Deane Road Bolton, Lancs. BL3 5BG	<b>Telephone Number</b>	01204 482000
		<b>Website Address</b>	<a href="http://www.boltoncollege.ac.uk">http://www.boltoncollege.ac.uk</a>
<b>What age range of learners does the post 16 setting cater for?</b>	16-19 year olds and 19-24 year olds with an Educational Health and Care Plan on vocational study programmes or bespoke courses designed to meet their learning and support needs.  19+ on a wide variety of courses.		
<b>Contact details: Name</b>	The Head of Learner Support Janet Bishop		
<b>Telephone:</b>	Direct Line 01204 482654 or 01204 482669		

## Our offer

Bolton college provides high quality learning opportunities and support to learners with a wide range of disabilities and learning difficulties.

Learners can access a variety of vocational and pre-vocational courses from pre-entry level (milestone six) to Level 4 according to their ability and career aspiration.

Bolton College has a very established reputation for providing comprehensive packages of support to learners who are D/deaf or have visual impairments.

The College also supports many learners on the Autistic Spectrum throughout the curriculum meeting their educational needs by minimising barriers to learning and developing independence skills.

Bolton College is an inclusive vocational college offering courses for learners aged 16 and over from Entry Level to

### **Information**

Information about the College, courses and full range of support services is available on the Bolton College website. Visit <http://www.Bolton.ac.uk/> for details and entry requirements for each course.

The website provides a high contrast mode and editable text size. Bespoke arrangements can be made to provide communications (such as policies and procedures) in an alternative format on request.

### **Curriculum**

The inclusive ethos of the setting means that staff at Bolton College work collaboratively with learners, their parents and the teaching and support teams to minimise barriers to learning for learners with learning difficulties and disabilities. This allows everyone to participate successfully, achieve their learning goals and maximise their potential.

Preparation to progress into continuing education, training and employment is a vital part of the college offer to learners.

The curriculum is made accessible to learners identified as having additional needs through

differentiated teaching and learning resources from classroom tutors, opportunities to demonstrate their knowledge in a variety of ways, the provision of specialist support from the Learner Support team and access to a range of support services such as pastoral care, counselling, information and guidance.

## Safeguarding and well-being of your Children and Young People

Bolton College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment.

Information and policies can be accessed via the College website or by direct request to the College.

### **Staff training and safeguarding**

All staff undertake health and safety and safeguarding training appropriate to their role and responsibilities and this is updated on a regular basis. The principal has overall responsibility for safeguarding and the College has a safeguarding team who have all undertaken Designated Senior Person training. The College works in partnership with learners, parent/carers and a variety of external agencies to support the safety and wellbeing of learners.

All staff who take learners out of college on trips and residential visits have specific training which is mandatory. In addition, risk assessments of activities, trips and visits are carried out prior to permission being given by a senior manager for external activities.

### **Risk assessment and safeguarding**

Risk assessment applies to all college employees, learners, contractors and visitors. Managers are directly responsible for ensuring that all activities, tasks and operations over which they have control are carried out with minimum risk to the health and safety of everyone. The learner Support department is informed of all trips and visits on time to make the necessary reasonable adjustments for learners with additional needs.

Where a young person is deemed to be vulnerable and possibly at risk or a risk to others, an individual risk assessment will be undertaken following discussion with parents/carers, teaching and support staff and external agencies when appropriate

### **College campus and safeguarding**

Bolton College has very high standards of health and safety and all learners wear a membership card displayed on a lanyard whilst on site. All visitors must report to reception and have a visitor card. The College is not, however, a closed environment; learners have freedom of access and can go off site at lunch times. It is a very busy open campus, with a large number of learners who all mix freely together.

There are no discrete areas for learners with additional needs. There are many social areas and three refectories, all the areas have their own distinct feel, some are busy and some are much quieter to cater for all the learners' levels of comfort.

Where there is evidence of exceptional vulnerability and it is agreed that a learner will need support during breaks and/or lunch time supervision, this is provided either as one to one support or as part of the general lunchtime support which is available every lunchtime to learners who require it.

### **Transport and safeguarding**

Some learners require specialist transport that is provided by the local authority or have

mobility issues that require extra support when arriving or leaving the college. Support workers are allocated to these learners and specialist transport and taxis know to pick up learners at the designated pick up point on the college car park.

## Communication with families

### **Communication with parents/carers**

Learners are allocated designated members of the College as the first port of call for parents to contact. This will be a personal tutor or a Learning development mentor.

For some high needs learners their support will include a handover with the parents every morning and afternoon or a communication book which goes backward and forward between the support staff and the parents/carers. Information is provided to share with parents, guardians and carers through internet links, apps, pastoral support booklets, programme learner handbooks and programme parent handbooks.

On a day-to-day basis, parents are encouraged to contact appropriate staff by telephone or e-mail to discuss progress and share concerns.

Appointments can be made with Heads of School or Heads of Study or Head of Learner Support at a mutually convenient time if they prefer to meet face to face. Making an appointment is easy to do by contacting the College and ensures the best possible service by having the time available and by having all of the required information to hand for the meeting

Formal reports on progress are provided at set times during the College year.

## Help and Support available

**Student Services** provides an exceptional and wide ranging support service which is available to all learners at the College.

### **Help completing forms**

Some parents, learners or carers may need help with completing forms and this can be made available by approaching Student Services who will be able to help.

### **Careers advice**

Careers information, advice and guidance is available from the qualified and experienced guidance team who can help learners both before and after they enrol.

### **Discretionary Learner Support**

Learners who are 19 and over should contact their institution to see if they can access Discretionary Learner Support. This is provided to support vulnerable and disadvantaged learners, who can receive support towards transport & course related costs.

### **Bursary fund**

Bolton College has a bursary fund which is provided by the Government to assist learners who face the greatest barriers to continuing in education because of financial difficulty. Learners aged 19 and over at 31 August in the year they start their study programme and who meet the criteria for the bursary will be eligible for a bursary. This includes learners starting the second year of their course.

Parents, carers or learners who wish to discuss the bursary or other financial support should contact Learner Services by e-mail, telephone or by making an appointment to see an advisor who will be pleased to help them through the application process. Priority will be given to the following group of learners if they satisfy one of the criteria below:

- learners whose families receive Income Support, income-based Jobseeker's Allowance, Employment Support Allowance, or Universal Credit
- learners whose families receive Tax Credit and have an annual income of £21,000 or less
- learners whose families receive guarantee credit of Pension Credit
- learners who were entitled to free school meals in their last year of school
- learners facing exceptional financial circumstances such as a sudden drop in household income, family breakdown

Learners who do not meet the eligibility criteria to receive the bursary may apply for discretionary bursary funding.

### **Free meal**

Learners aged between 19 and 25 Education Health and Care Plan (EHC Plan) and learners who are 16-18 years old may be entitled to a free meal while attending their provision if they meet the eligibility criteria.

### **Transport costs**

Some learners may meet the criteria for subsidised transport from the local authority, who may have special transport arranged for them. Parents or carers should contact the local

authority to find out details of how this is managed and the cost of any contribution they may be required to make.

For those learners not in receipt of subsidised local authority transport or for learners who want to develop independent travel skills, the College bus may be a suitable alternative.

The College is well served by college buses. Information about the routes and cost of transport is available at Open Events. Prior to enrolment, details will also be sent by post with an explanation about the cost and details on bus routes. Bus passes will be available to those who qualify .

College buses are not staffed by support workers.

### **Learner Support**

Learner Support is available at the college to ensure that learners with additional needs can achieve their full potential and join in with every aspect of college life. Support is matched to individual learner need and could include technology, support workers, communication support workers, specialist teaching, personal and mobility care. Support is reviewed regularly and a discussion takes place with the learner to see if the support is at the right level or whether adjustments are required.

The Learner Support service has highly qualified and experienced learning support staff and specialist teachers who keep abreast of the latest developments through regular training and professional development. The Transition and Support Team includes staff with expertise in developing individual support packages for learners with complex needs including physical disabilities

Support begins with high quality, personalised teaching for all learners, delivered by every teacher at Bolton College. There are clear objectives, clear explanations, technology, and lively interactive teaching styles which make maximum use of all of the different ways of learning. Close team working between subject teachers and support staff make sure that barriers are minimised within classes by incorporating reasonable adjustments to meet individual needs. Staff training on supporting learners is available to all classroom teachers, from general awareness-raising to bespoke training upon request.

Learner Support provides additional support for learners who are identified as having a special educational need or disability. These learners may have an Education, Health and Care (EHC) Plan.

Some learners may have significant, complex, high levels of need and their learning and support is funded by their local authority. Normally, the local authority will let us know which learners need this level of support. It could include in-class support, out of class support, 1-1 specialist teaching or assistive technology. The college works closely with schools and the local authority and will often be present at review meetings and transition meetings. We also meet with many learners prior to enrolment and invite them in for taster sessions to plan support in preparation for starting college.

For D/deaf learners, the college provides very inclusive packages of support including the support of a communication support worker in class, regular tutorials with a Teacher of the Deaf and also additional technical tutorials with their vocational tutor to ensure the learners can progress with the same success as their peers.



Other learners have learning needs which do not require the same level of support and will have additional support funded by the College. This can include 1-1 or small group work out of class, or more specialised assistive technology.

Exam access arrangements are available to eligible learners in line with exam board regulations.

## Transition to and from the institution

### **Working with schools to aid transition**

Bolton College works closely with SENCOs in partner schools and special schools to share information on learners' attainment and support needs, to ensure a smooth transition to post 16 education.

SEN specialists can attend transition and review meetings when invited to do so by partner schools for learners with more complex additional support requirements. Career aspirations and suitable courses are explored, matching the level of attainment achieved by the learner, in order that the best choices are made in order to achieve success. Discussion also takes into consideration the educational, personal, social and care needs of each individual learner so that barriers to learning can be minimised by putting reasonable adjustments in place.

The Bolton College School Liaison team has extensive links with partner schools and delivers school assemblies and a range of sessions aimed at improving the knowledge and skills of learners in preparation for transition. These include classes for life skills, CV writing, motivation, interview techniques and lunch time guidance sessions. They also attend school careers fairs and parents' evenings. They provide one to one meetings with learners and a 20 minute interview on application.

### **Pre-enrolment opportunities to sample college life**

Open events give a learner the first taste of College but learners are also invited to sampling events with their schools, giving them the opportunity to experience College life in a realistic way.

Invitations for new learner days are issued in July for year 11 learners. Those learners who require additional support with transition are also invited to attend the "Bridging Programme" in June, prior to enrolment in August. This programme gives learners the opportunity to familiarise themselves with the College and meet smaller groups of other new learners before they start their full time College course.

### **Progression**

Appropriate progression routes are available based on learners' attainment whilst at college. The entry criteria for all courses are available in the College prospectus.

Careers information, advice and guidance is available from the Student Services team of qualified and experienced guidance staff who can help learners both before and after they enrol. In preparation for life after college, careers guidance and support is also integrated into the personal tutor curriculum. Employability skills are integrated into each learner's study programme at College. Learners at Entry Level complete City and Guild qualifications directly linked to personal development and employability.

## **Enrichment/Additionality**

Learners at Bolton College have a timetable which includes all of the hours they require to successfully complete their qualification. The days and times of classes are dependent on the course they have chosen and will be over three or four days. The College does not offer provision in holidays, evenings or weekends outside the timetabled classes.

Student Services offers a full programme of enrichment at the college. Each year there are changes to the provision in response to requests from learners.

Trips, residential visits and enrichment activities have accessibility considerations as part of the planning process with reasonable adjustments included to minimise barriers to inclusion.