



Additional Learning Support Policy

Approved by:	Dave Lee, Liz Lee
Issue:	19
Date:	January 2026
Review Date:	January 2027
Amended:	Liz Lee

Statement of Policy

In accordance with the Company's linked policies on equality, diversity and disability equality, our policy for students with additional support requirements is to actively encourage students to disclose their needs. We will endeavour to meet these needs wherever possible.

The Company is committed to:

- Actively promoting equality of opportunity
- Actively encouraging the involvement of students with disabilities in policy and decision-making, in order to remove barriers to access, achievement and progression
- Meeting individual needs in ways that help everyone feel valued and respected, enabling each person to fulfil their potential
- Continuing to support and promote inclusive learning

Application of the Policy

Wherever possible, the Company aims to take an anticipatory approach to supporting students.

Additional support is made available at each stage of the learning experience:

- Students are encouraged to disclose any additional support requirements during the application stage so that specialist assistance can be arranged, including at interview. There is further opportunity for disclosure at induction. Tutors are expected to remain alert to any emerging support needs among students joining their class.
- During induction, initial assessment and screening are used to help identify appropriate support for students.
- Students may self-refer or request referral for specialist support at any time during their studies with the Company.
- Students requiring support for progression will receive assistance from the Managing Manager. An Additional Support Form will be completed to outline the support needed and how it will be planned, implemented and reviewed.

Implementation

Application and Admissions Arrangements

- It is Company policy to consider all applications from students with disabilities on the same basis as all other applicants. Places are offered based on the student having the necessary skills and abilities for the course or training programme.
- The Company aims to integrate students requiring additional support into an appropriate course or programme wherever possible, providing suitable individual support as needed.

Monitoring

The provisions of this policy are monitored by the Education and Training Director, Dave Lee, and the Managing Director, Liz Lee.