



**Title: Individual Needs Policy**

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Staff area of Intranet

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# INDIVIDUAL NEEDS POLICY

## The Individual needs Team

**Learning Support Manager**-Melanie Allen

**Health Coordinator**- Victoria Hawksley

**Senior Mentor**-Rachelle Hill

At Thomas Rotherham College we believe in providing every possible opportunity to develop the full potential of **all** students.

### General Aim of the Policy

All students have the right to a broad and balanced curriculum including a variety of activities such as college outings and work placement. All students are valued and their self-esteem promoted. Our aim is that all students with individual needs are encouraged to reach their potential academically, physically and socially and have equal access to the curriculum, where possible.

### Definition of Individual Needs

At Thomas Rotherham College we define an 'Individual Needs student' as one who has needs aside from those of his/her peers, possibly because of one or more of the following:

- a physical disability
- a sensory problem
- SpLD (Dyslexia, Dyspraxia, Dyscalculia, ADD, ADHD etc)
- emotional/behavioural problems
- a mental health difficulty
- health/medical condition

It is recognised that any of the above could impair academic/social progress. The needs of all of our students need to be identified and fully met.

### Objectives

- To provide every student with an education appropriate to his or her ability and aptitude and to help them reach their potential
- To include students from a variety of cultures and backgrounds, including students with disabilities.
- To identify students with individual educational needs as early as possible and formulate a Individual support Plan for them where necessary
- To educate students with individual needs alongside other students.
- To use our best endeavours to meet the individual needs of students through careful structuring and a differentiated curriculum appropriate to each student.
- To develop confidence, self-esteem and understanding in basic skills by differentiating our activities so that they are achievable by all students and that all students experience success.

To inform parents of any decisions concerning their son/daughter's education and to form working partnerships where deemed appropriate by the Individual Needs Team.

To consider the student in assessing and planning their work, setting new targets and evaluating progress.

### **The Individual Needs Team**

The Individual Needs Team is available to see parents at pre-arranged times. The team's role includes the following duties:

- Day to day operation of the Individual Needs Policy and reviewing it annually
- Providing advice to staff and supporting and liaising with them about the completion of Individual Learning Plans (ILPs)
- Working alongside staff to assist them in identifying, assessing and planning for students needs and ensuring that students make progress
- Monitoring, evaluating and reporting on the provision for students with individual needs to the appropriate people.
- In conjunction with the subject teacher, liaising with parents of students with individual needs to ensure students have access to specialist testing where required, for example exam access arrangements.
- In collaboration with the tutor/Student Services ensuring records are kept and used in transition when leaving college.
- Attending training and regular cluster meetings to share approaches and ideas-both internal and external with local LEA and other relevant agencies.

### **Identification, assessment and review procedures**

Our method of assessing any individual needs of a student commences prior to the student starting at Thomas Rotherham College.

The student is allocated to a specific member of staff who then becomes responsible for the monitoring and recording of the progress of that student.

The school follows the guidance contained in the Special Educational Needs and Disability Code of Practice (2014). This recommends a graduated approach.

The Code does not assume that there are hard and fast categories of special educational need, but recognises that students' needs and requirements may fall within or across four broad areas. These are:

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

## Needs and taking action

Where possible we try to meet students' needs through ensuring that our planning, teaching and approaches meet the needs of the majority of students in our college.

1. With regard to the identification of all students' support needs.

We observe the progress that all the students make and note any student who seems to be having difficulties in any area of learning. This includes students who are having difficulties in behaving and concentration.

We record progress and share it with parents regularly.

If we feel that a student needs something additional to, or different from, our usual provision, we discuss this with parents and prepare an Individual plan. This outlines strategies and action points that will support the student.

At every stage, the student will be involved in the assessment process and his/her views sought.

The College will use its best endeavours to make all reasonable adjustments but students should be aware that the TRC cannot operate as a 'distance-learning' provider and that adjustments which would adversely and demonstrably affect the learning of others cannot be construed as reasonable.

The College requires timely disclosure, with supporting evidence, of physical or mental health conditions or learning difficulties in order to put support in place.

2. We can request further support which involves close liaison with outside agencies.

3. If the student needs remain so substantial that they cannot be met effectively within the resources normally available to our setting, the Individual Needs Team, after consultation with parents, carers and external professionals will recommend to the Principal that the student's needs would be better met in a different setting. IN these circumstances the Principal will liaise with the Local Authority and other relevant agencies to facilitate a smooth and appropriate transition.

Individual Needs Provision is recorded on a confidential student document as recommended in the Code of Practice, and is regularly updated and distributed to all staff at the beginning of each term. Thomas Rotherham College staff note that an 'Individual Needs student' is not an Individual Needs student' for life. He/she may fall in and out of the category at any time but what is important is that he/she is helped to develop strategies to cope with everyday life and college.