

Inclusion Policy: Special Educational Needs and Disability.Rationale.

In keeping with the United Nations Convention on the Rights of People with Disabilities, our Teaching Centre promotes an inclusive culture. We are committed to providing each student with the best possible environment in which to learn English. Our Inclusion Policy incorporates special educational needs and disabilities and promotes equality of opportunity and diversity. As an employer and as a provider of cultural and educational programmes to children, teenagers and adults we will seek to promote inclusion at all levels.

However we retain the right to refuse access onto a course where we feel we are unable to provide consistent and sustainable support for the identified need. This decision will be made in consultation with the student, SENDCo and Teaching centre manager.

Definition.

The term **Special Educational Need** is used to identify learners who have a learning difficulty. These learners typically have a much greater difficulty in learning than the majority of learners of the same age.

The term **Disability** identifies learners who have a disability that restricts them from making use of the normal facilities at the teaching centre.

In both cases; **Special Educational Need and Disability (SEND)** the provision at the teaching centre is adjusted to meet the requirements of the identified need.

In almost all cases the SEND is diagnosed by a medical practitioner. The diagnosis will determine the area of need.

1. Specific learning difficulties.
2. Behavioural problems.
3. Sensory and/or physical impairment
4. Mental health

Procedure.

We rely on students and parents to inform us of any access requirements or support they may need by completing the **Voluntary Disability and Medical Condition Disclosure Form** at registration.

At registration this information will be collated by the Customer Services team and communicated to the Special Educational Needs and Disability Coordinator (SENDCo), via student services. **At all times this information will remain confidential.**

The SENDCo will create a list of all students who have informed us in writing to say they have a special educational need or disability. This will be updated annually by the SENDCo and will be referred to as the **Special Educational Needs and Disability register**. It will be stored confidentially in the SENDCo's file.

Each student's individual needs will then be addressed through the creation of an **Individual Learning Plan (ILP)** by the SENCo in collaboration with the student, class teacher and parents if the student is a YL.

The SENDCo will ensure that the ILP is implemented and reviewed regularly whilst the student remains registered at the teaching centre.

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