

City College Brighton & Hove Accessibility Statement

Special Educational Needs and Disability
Code of Practice: 0 to 25 years

Document	Accessibility Statement
Lead Manager	Director of Learner Services / Additional Learning Support Manager
Reviewed	August 2016
Next Review	August 2017

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Special Educational Needs and Disability Code of Practice: 0 to 25 years

From September 2014 the definition of Special Educational Needs (SEN) has been extended to include young people up to 25 years of age; the definition includes 'disabilities' and 'learning difficulties'. This means that Further Education colleges are now required to 'have a regard to' the new 0-25 SEND Code of Practice and have a duty to co-operate with the local authority to identify and meet the needs of young people with SEN. At City College Brighton & Hove we are committed to complying with the duty and ensuring that we meet the needs of our students who have special educational needs and disabilities.

Removing Barriers for Disabled Students

The College recognises its responsibility to remove barriers to learning and success for all students, particularly those with disabilities and/or learning disabilities.

The College recognises we have a responsibility to:

- Eliminate disability related harassment
- Eliminate unlawful disability discrimination
- Promote equality of opportunity for disabled people and others
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take steps to take account of disabled people's disabilities even where that involves treating disabled people more favourably than others
- **Applying for courses**
- The college's Course Advice team can give information about courses available at City College and throughout Brighton and Hove. They can be contacted on **01273 667759** or CourseAdvice@ccb.ac.uk
- The college is required by law to consult with students and ensure that they are involved in the decisions that will affect them. We encourage all learners with learning difficulties and/or disabilities to disclose to us so that, if necessary, we can discuss reasonable adjustments at an early stage.
- If you disclose a learning difficulty and/or disability to the college you will be sent an Additional Learning Support disclosure form. By completing and returning this form you have the opportunity to tell us about any reasonable adjustments you may need for any of our services.
- All the information you provide is handled sensitively and is given only to staff that need to know about your disability or reasonable adjustments. The Additional Learning Support Team will distribute information to lecturing and support staff about reasonable adjustments that may be needed.

- All applications from disabled applicants are monitored by the Additional Learning Support team to ensure that they are treated fairly and with consideration of the reasonable adjustments the learner may need.

Types of support Available

There is a wide range of learning support available to learners with learning difficulties and/or disabilities including:

- 1:1, small-group and drop-in support
- Teaching Support Assistants working in class and offering support outside of class
- Support from a Specialist Teacher
- Communication Support Workers for D/deaf learners
- Mobility support
- Equipment loans
- Use of assistive technology
- Course materials adjusted to suit your needs
- Assessments for exam concessions
- Note takers
- Study skills support
- A screening system which is used to identify learners who have difficulty with their English and maths skills.

Buildings and Accommodation

- City College Brighton and Hove operates from two sites: Pelham Street and City College East (Wilson Avenue) in Brighton
- All the specialist rooms in our buildings in Pelham Street and City College East are accessible and have lifts. Some general rooms in Pelham Street and Preston Road can only be accessed by stairs
- There are accessible toilets in all our buildings but, at present, we have limited facilities for learners needing support with personal care
- Students accessing Learning Development and Foundation Studies courses have access to a quiet room at lunchtimes
- There is a variety of assistive technology, including hardware and software, available in the Learning Resource Centres in Pelham Street and City College East. Learners may also borrow equipment from the Additional Learning Support department for use in class

Examinations and Assessments

The **Equality Act 2010** requires us to make reasonable adjustments for disabled students so that they are not placed at a substantial disadvantage in comparison with non-disabled students.

As part of this, reasonable adjustments must be made for exams in order to make them more accessible to students with impairments or learning difficulties.

Appropriate arrangements will be made for students who have been assessed as needing support.

Awarding bodies allow access arrangements such as extra time or a reader for exams and other assessments for some people with learning difficulties and/or disabilities. They may need some information about the reasonable adjustments you might need for assessment.

Depending on the type of access arrangement being requested they may ask for a letter from your GP or specialist, an Educational Psychologist's report or some other documentation. These documents may only be valid for a fixed period and must include specific information required by the awarding body.

As soon as you start college we will talk to you about the access arrangements you may need. You may be asked to provide documentation or the college may be able to organise an assessment for you.

Find out more

We are happy to talk to learners with learning difficulties and/or disabilities (or parents, carers, advocates if you prefer) about coming to college and the services we have.

Additional Learning Support Manager: Fenella Potterton fp@ccb.ac.uk

Assessment Co-ordinator: Sarah Brooker srb@ccb.ac.uk

Learners wishing to discuss Foundation Learning and Foundation Studies, including ALDD courses, should contact Yvonne Elliot yre@ccb.ac.uk

Please tell us your views

Your feedback is really important as it lets us know what we are doing well and if we get something wrong, it helps us to learn from our mistakes.

If you would like to give feedback or make a complaint, please contact the Additional Learning Support Manager, Fenella Potterton fp@ccb.ac.uk or use the College Feedback procedures

<http://www.ccb.ac.uk/public/resources/pages/image5/002227/complaints-and-feedback-policy-2013.pdf>