

Special Education Needs Policy

Tolley is fully committed to inclusion and, working with the Main or Employer Provider, we will ensure that all apprentices with Special Educational Needs (SEN) are given the individualised help, advice, and support needed to be fully included in all aspects of professional education, to realise their potential, and to feel valued.

Tolley is committed to:

- Ensuring the SEN, Equality Act and Department for Education Code of Practice, and guidance are implemented effectively across the organisation;
- Ensuring full entitlement and access for all apprentices to a high quality of education with a broad, balanced, and relevant tuition to the appropriate professional qualification;
- Meeting the individualised needs of all people with SEN by offering the most appropriate and efficient use of available resources;
- Working with the SEN assessment of young people from their employer as early and thoroughly as possible;
- Ensuring that there are rigorous procedures for tracking and monitoring apprentices' progress;
- Liaising with employers and Lead Provider Partners to meet their apprentices' additional needs;
- Ensuring that an inclusive environment is created and fostered where all members of the college community respect and care for each other.

The Senior Leadership Team has overall responsibility for the day-to-day management of all aspects of Tolley's work, including provision for apprentices with Special Educational Needs including;

- Access to a balanced and broad based curriculum, meeting the specific needs of the apprentice is achieved through classroom management, seating arrangements, and the provision of suitable printed materials;
- Reporting to, and discussions with, the Main Provider or employer will be held on a regular basis to ensure engagement with the learning process, the ability to access the curriculum, and opportunities exist for apprentices to provide reflective feedback.

If an apprentice or employer wishes to complain about the SEN provision or policy, he/she should follow the **Complaints Policy** in this handbook.



Jonathan Scriven – Director of Tax Markets