

Godalming College SEND Information Report

Local Authority – Surrey County Council

College SEND Vision

Godalming College is committed to ensuring equality of opportunity for all students, including those with Special Educational Needs and Disabilities (SEND). Our mission, ‘Learning together for success and progression’, applies to every learner, and we strive to provide a curriculum and support structure that enables all students to thrive, in line with Surrey’s Local Offer - [Surrey Local Offer - Surrey County Council](#) and in accordance with Section 65(3) of the Children and Families Act 2014.

Identification and Assessment of SEND

Students with SEND are identified as early as possible, often through the application process or liaison with feeder schools. Students can disclose SEND needs at any point: during application, enrolment, orientation, or throughout their studies. Staff are trained to identify previously undiagnosed learning needs and refer students to the Learning Support team. Students’ learning needs are well communicated to staff to ensure they can tailor teaching and learning to individual needs alongside a college-wide ‘Quality First’ teaching approach. Information on students sits on both our registers and on our central information system.

EHCPs

Godalming College supports students with Education, Health and Care Plans (EHCPs) in alignment with Surrey’s Local Offer, which outlines the statutory responsibilities and best practices for supporting young people with significant SEND needs. The range of support is outlined below:

Early Identification and Transition Planning	Pre-enrolment, the Learning Support Manager is involved in course advice sessions to review whether the College can meet need and liaise where appropriate with local authorities before enrolment, ensuring the College is appropriately named in the EHCP. For Going to Godalming Days, students with EHCPs meet Learning Support Facilitators and familiarise themselves with the College environment. During enrolment and orientation, students with EHCPs receive dedicated and tailored support, coordinated by the Learning Support Manager.
Personalised Support and Provision	If required, in-class support can be provided for EHCP students by trained Learning Support Facilitators.

	EHCP students benefit from small group work, individual 1-2-1's, and targeted interventions based on their plan outcomes. Students are also supported by a Personal Tutor and Support Officer.
EHCP Compliance and Review	The College works closely with Surrey County Council and families to ensure EHCPs are implemented effectively. Annual reviews are supported by the Learning Support Manager, who contributes to progress tracking and future planning. The College ensures that EHCP outcomes are embedded in the student's study programme and monitored regularly.
Student Futures	In line with Surrey's Preparing for Adulthood Framework, the College supports EHCP students to transition into higher education, apprenticeships or employment. Careers Advisors offer tailored support for Careers guidance, UCAS applications and support with job/apprenticeship applications.
Safeguarding and Support	The Learning Support Manager as SENDCo sits on the Safeguarding Team and ensures that appropriate safeguards are in place. Referrals are made where appropriate to external agencies and student's learning needs are considered when pastoral staff need to enact the Behaviour and Support Procedures.
Contact and Collaboration	The Learning Support Manager as SENDCo is the key point of contact for EHCP-related matters. The College collaborates with external agencies, parents, and Surrey's SEND Caseworkers to ensure a joined-up approach.
Funding	Each student who enrolls at the College is funded a standard amount by the Department for Education. If additional support is required for students who hold an EHCP beyond the wider College offer, this is applied for through the Local Authority, known as High Needs Funding.

Wider SEND Support Offered

General Learning Support includes Drop-in Support, available to anyone who would like some help with their work, 1-2-1's timetabled as weekly lessons, study skills, essay writing support, ESOL lessons, dyslexia support, time management and organisational coaching, adaptation of materials, and assistive technology.

Exam Access Arrangements (EAA)

The College provides EAA for eligible students to ensure fair and equitable assessment conditions. These may include extra time, use of a reader or scribe, rest breaks, smaller room. All previous access arrangements from Level 2 study (e.g. GCSEs) must be

reassessed and reapplied for at Level 3 (A-Level and BTEC L3). This is in line with JCQ regulations, which require evidence of a student's normal way of working at their current level of study. Students are encouraged to email or bring their Form 8s as part of the enrolment process to reduce processing time. Full details are available in the EAA Policy via the College website.

Assistive Technology

All students have comprehensive access to Microsoft Office 365 products as part of their wider access to College systems, using their College email address to log in. The Learning Support department is equipped with computers, printers, software and other resources. The computers are fully linked to the College network and offer internet access, so these facilities are available for learners to research independently. Computers with adaptive software such as speech to text are available to eligible students via request. The aim of these resources is to enable learners to work more effectively, both independently and under supervision. Students are encouraged as much as possible to bring their own devices; students wishing to learn more about the accessibility functions on their devices can access help and support in the Learning Support department. In addition, the College has a fully equipped self-access Library with books, computers, access to the internet and other modern information systems available to all learners.

Student Information and Confidentiality

Students have the right to confidentiality and as such, information is shared only with consent or for safeguarding or examination purposes. Students are encouraged to self-refer or disclose needs at any stage. Information related to EHCPs is shared only with consent or for safeguarding/exam purposes. The College complies with GDPR and ensures that students' rights to confidentiality are respected.

Reasonable Adjustments

In line with the Equality Act 2010, Godalming College makes reasonable adjustments to ensure disabled students are not disadvantaged. This includes physical access arrangements, adapted learning materials, use of auxiliary aids, and flexible teaching strategies.

Monitoring and Evaluation

SEND provision is reviewed as part of the College's Quality Cycle. Retention, attendance, value added, and progression data are monitored for SEND cohorts. Student voice in relation to SEND is supported by the Student Union. Feedback from cross-college surveys from students and staff informs ongoing improvements.

**Contact Information**

For further information or to discuss SEND support, please contact:

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Learning Support Manager

Godalming College