

Access Creative College

SEND PROGRAMME

LOCAL OFFER – EDUCATION & TRAINING

Full Name of Education setting

Access Creative College – National Independent Training Provider

Head Office address	24 Hulme Street
Town	Manchester
District or Borough	Greater Manchester
Postcode	M1 5BW

Contact Person	National ALS Co-ordinator and SENCO
Telephone Number	0161 247 8069
Email address	alison.mills@accesstomusic.ac.uk
Website address	www.accesscreative.ac.uk
Facebook address	www.facebook.com/accesscreative
Twitter address	www.twitter.com/access_creative
Logo or picture	

Address of Satellite Centres	<ol style="list-style-type: none">1. 68 Heath Mill Lane, Digbeth, Birmingham, B9 4AR2. 309 Central Park, Petherton Road, Hengrove, Bristol, BS14 9BZ3. 3rd Floor Silvergate House, 32 Clasketgate, Lincoln, LN2 1JS4. 50 Hoxton Street, Shoreditch, London, LN1 6LP5. St James Buildings, 65 Oxford Street, Manchester, M1 6FQ6. 114 Magdalen Street, Norwich, NR3 1JD7. The Jam Factory, 106 Eldon Street, York, YO31 7NH
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Brief overview of your service (30 words)

Access Creative College (ACC), formerly known as Access to Music is inspected by both Ofsted and the Independent Schools Inspectorate (ISI) the results of our recent inspections are as follows:

Full Ofsted inspection :

May 2016 Grade 2 (Good) in all categories

Educational oversight inspection – Independent Schools Inspectorate:

March 2017 Grade 1 (Outstanding) in all categories

ACC offers excellent resources and facilities for students interested in pursuing a career in the creative industries sector. The learner is at the heart of everything we do and they are well supported on their journey through a vocational pathway. Individual needs are met and the whole student experience matters to us. Careers and progression are a priority; your pathway to employment starts here...

Type of education setting

	Preschool aged 0-2		Secondary school	
	Preschool aged 2-3		Nursery School	
	Preschool aged 3-5		Secondary with 6 th form	
	Infant school		Post 16 provision (Centre)	√
	Primary school		Special school 2-19 years	
	Junior school		Higher Education (Universities)	√

Which of the following best describes your education setting?

Mainstream	√	Special	
Resourced Provision (Mainstream with resourced unit)		Academy	
Community school		Foundation	
Free school		Alternative Provision (pupil referral unit)	
Faith school		Residential 38/44 weeks	
Early years SEN provision		Residential 48/52 weeks	
Hospital school		Independent Training Provider	√
Opportunity school		SEN Hub	
Childminder (Early years education)		School Nursery	

Day Nursery (38/50 weeks)		Preschool playgroup	
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What facilities does your education setting have?

Hydrotherapy pool		Sensory room or area	
Wheelchair Access (limited access at York and Bristol centres)	√	Accessible changing area	
Accessible toilets (no disabled toilet facility at York campus)	√	Low stimulus environment	
Secure environment	√	Soft play facility	
Sensory adaptations (such as colour scheme)		Physical adaptations (such as hand rails)	
Accessible parking			
Any further comments regarding these statements (e.g. – “Not all toilets are accessible”)		Unfortunately we are unable to offer wheelchair access at our Bristol and York campuses.	

Key search words

<i>Key words</i>	<i>Access Creative College, Music, Games, Media, Events</i>
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Sections and subsections

Respite & Support	Respite & Short Breaks	Funding and Direct Payments	
Common Assessment Framework (CAF)	Emotional Wellbeing	Advocacy	
Support groups and Voluntary Organisations	Disabled Children fostering and adoption	Support and family members	

Health	Children’s Nurses	Specialist Clinics	
Sensory	Pre-birth & birth	Dental Care	
Complex health needs	Doctors and Hospitals	Emotional Health & Wellbeing	√

Equipment and Therapies		Wheelchair Services		Speech & Language	
Continence Services		Occupational Therapy		Physiotherapy	
Other Equipment		Other therapies		Grants	

Education & Childcare		In school therapies		SEN Support	
Childcare & Early yrs.		Learning from home		Schools	
Centre & Post 16	√	Transport		Transition	√
Higher Education		Other (please specify)			

Leisure & Play		Clubs & activities		Things to do	
Holidays		Sport & fitness		Friendships & relationships	√
Gateway		Music Events	√		

Preparation for Adulthood		Getting involved	√	Independent living	
Parents, siblings and Family carers		University and work	√	Staying healthy	√
Money		Getting around		Being an adult	√

2b) Education settings guidance on the Local Offer questions

Access Creative College as an Independent Training Provider is not legally obliged to comply with the SEND Code of Practice. The legal obligation lies with the Local Authority. The local authority will make a contact with the college to provide a programme of study for a learner and an agreed package of support. The LA maintains the legal responsibility under the SEN Code of Practice.

Access will always consider carefully whether this is the right provision for a learner and will offer them a place based on the suitability of our provision.

All places for high needs learners have to be approved and funding agreed before the offer of a place is confirmed.

Parents and Carers would like you to answer the following questions

1. How does your education setting know if children/young people need extra help?

When a learner requiring support makes an application to any Access location, we make contact with the learner, their parent/guardians/carers and, where necessary, their school. We invite the learner and their parents/carers into the relevant centre for a visit so we can meet with them and discuss any concerns that they may have. We discuss the service we can offer to young people so that collectively we can decide if Access is the right place to study.

All new learners who have identified needs are allocated learning support. We can offer a transition visit for learners where this will help them to feel ready to join the college. Their Programme Manager and Additional Learning Support (ALS) Tutor will help them through the six-week induction, so they become comfortable in their new surroundings.

We continue to support learners for their learning and pastoral needs, and as they develop their independence and begin to interact with their new friends and other students around the centre. Learners are monitored carefully at all times and we will work with the learners on a one-to-one basis if the learner, staff and parents feel this is necessary.

Family members are very important links, so we work with them to enable a smooth transition and support. As stated above, we invite parents, guardians and carers to visit the relevant centre to meet with tutors to celebrate the young people's success and to discuss any concerns. We can also help them to complete application forms and to apply for any financial support which may be available.

2. What do I do if I think my child has special educational needs?

Your first contact is with your local centre's Additional Learning Support (ALS) Tutor – this is the key contact person who will support the young person and their family. This will mean that you can raise any concerns that you may have on a daily basis. We are also happy for parents/carers to make appointments to meet with the college ALS Co-ordinator and SENCO, Programme Manager and Centre Manager.

3. How will the education setting staff support my child / young person?

We may visit a potential learner in their current setting in order to assess their needs and to ensure that we can provide the support they require. School pupils will be invited into the relevant centre for activity and taster days.

The National ALS Co-ordinator and SENCO work closely with other members of the learning support team and with Programme Managers in each centre to consider the support needs of learners.

The National ALS Coordinator/ SENCO reports to the senior management Board on a regular basis.

We will know that our provision is appropriate for the learners if they are enjoying life at their centre, attending, making progress and achieving on their course. We use feedback from our learner voice survey and parent/carer feedback to provide further evidence which we make available to all learners and their parents/carers.

4. How will the curriculum at your education setting be matched to my child / young person's needs?

The individual Education Health and Care Plan (EHCP) provides details of all the support needs for a young person. It includes their educational history, the type of support they require inside and outside the classroom, for example at break and lunchtime. The document also include plans we may have made in agreement with the learner and their family to help them to become more independent. The learner will have a 1:1 meeting with the LST at the start of their course and throughout the year to ensure that the support being provided is of benefit to the learner.

Targets will be set based on the aspirations of the learner as stated in their EHCP and on their course aims.

We aim to provide an inclusive environment at each centre where all our learners are given equal access to their course of study, to enrichment and to work experience opportunities. Assistive technology can be available to help learners to become more independent. Differentiation in the classroom and in the centre will enable each centre to provide support so all learners can achieve and enjoy their studies.

Regular reviews take place throughout the year and learners are monitored and observed at all times. Each learner will have a personal, secure Individual Learning Plan (ILP). Images and videos of all activities can be uploaded to the individual learner Moodle account and/or to the ILP. This forms part of an individual study programme for each learner with targets set to enable learners to achieve and aspire to greater success.

5. How will both you and I know how my child/young person is doing and how will you help me to support my child / young person's learning?

Parents and carers can make contact with the National ALS Coordinator/ SENCO, the centre ALS Tutor, or with any other member of staff by phone or in person. Contact details for the National ALS Coordinator/SENCO, ALS Tutor and Programme Managers are made available to parents/carers when we meet for the first time.

Parents/carers will receive regular information on the progress their child is making. Tutors and support staff at the relevant centre will get to know the young people and build relationships with them, as we feel this is very important to help the young people settle in and to achieve on their course. All learning is tracked and carefully recorded so we can provide instant feedback on the progress young people are making on their course. Centre Progress Reviews take place in November, March and May each year.

Reviews for Education, Health and Care Plans will take place annually in collaboration with the learner, the Local Authority SEN team, parents/carers, any specialist stakeholders, ALS Tutors, Programme Managers and the National ALS Co-ordinator as required. Interim reviews can be scheduled as required.

6. What support will there be for my child's/young person's overall emotional health and wellbeing?

Looking after pastoral and emotional needs are just as important to us as support and learning needs. Programme Managers will meet with the young people to discuss any issues they may have. We are committed to promoting the health and well-being of all students and have trained staff who can deal with any safeguarding or risk assessment concerns.

We have Learner Support Tutors (LSTs) and Additional Learning Support (ALS) staff who work with our teaching teams. The LST in collaboration with the Curriculum Leader manages attendance - they will contact parents/carers if there are concerns about attendance or punctuality.

All our staff monitor and address behaviour issues. The LST and Curriculum Leader will make an appointment with parents/carers if we have concerns about behaviour. We have a student charter (10 Commitments) which will tell you how we expect students to behave and how they can expect centre staff to behave towards them.

We also have a disciplinary policy which provides sanctions from a verbal to a written and a final written warning if a learner's behaviour is unacceptable and contravenes the standards of behaviour we expect from our young people. We expect our students to respect others and the environment around them and to treat other people the way they

would expect to be treated.

7. What specialist services and expertise are available at or accessed by the education setting?

The National ALS Coordinator and SENCO are available to assess learners. The National ALS Coordinator is qualified to level 7 with the skills and experience to assess and advise on support for learners with Specific Learning Difficulties including autism, dyslexia, dyspraxia, dyscalculia, ADHD and other related conditions.

8. What training are the staff supporting children and young people with SEND had or are having?

The Learning Support Team and all tutors receive regular professional training to refresh and update their skills.

9. How will my child/young person be included in activities outside the classroom including school trips and provision for access to Afterschool clubs?

We involve parents, carers and young people in the planning of activities and trips out and about from the centre. Providing our young people with the opportunity to broaden their experience with educational and social trips and visits is an important part of the courses we deliver. All learners are well supported on their visits.

10. How accessible is the education setting environment?

Most centres are wheelchair accessible. Please note: two of our centres at York and Bristol have limited wheelchair access. We have disabled toilets in most centres with the exception of our York centre which does not have disabled toilet facilities.

11. How will the education setting prepare and support my child/ young person to join the education setting, transfer to a new education setting or the next stage of education and life?

Prospective learners are invited into the relevant centre for open events and taster days. We make sure that the course, accommodation and staff are known to the applicants and we prepare them for their enrolment with the relevant centre.

A programme of transition visits can be created and agreed with the learners and

parents/carers who feel that this would be beneficial.

12. How are the education setting's resources allocated and matched to children's/young people's special educational needs?

The ALS budget is coordinated centrally and allocated according to the individual needs of all our learners.

Learners with higher needs are assessed and funding to support the learners is discussed and agreed with the learner's home local authority.

13. How is the decision made about what type and how much support my child/young person will receive?

Every learner is assessed in relation to their individual needs in order to help determine whether Access is the appropriate place for them to study. ALS Tutors liaise with school staff, parents/carers, SENCOs and SEN teams at the local authority to discuss a learner's support needs.

We judge the impact of the support plan by considering the progress a learner is making on their course, by the way in which they settle into the centre, and if they are enjoying their course from the learner voice feedback.

14. How are parents involved in the setting / school / centre? How can I be involved?

We invite parents/carers to be involved with the progress of all our young people.

15. Who can I contact for further information?

The National ALS Coordinator and SENCO can be contacted, as can the ALS Tutor and other staff at the relevant centre. Contact details are provided when we first meet with parents/carers and their child/young person. Parents/carers are welcome to visit the centre for a preliminary visit on one of our open days or for one or more of our taster events.

Children and Young people would like you to answer the following questions

1. How does the education setting know if I need extra help?

We ask about any learning support you may need on your application.

We will also meet you at interview and invite you to disclose and discuss the support you have received in school or college.

2. What should I do if I think I need extra help?

Please discuss how we can help you with your Programme Manager, Additional Learning Support (ALS) Tutor or the Centre Learner Support Tutor (LST).

3. How will my course work be organised to meet my individual needs?

We plan learning activities to stretch and challenge all our learners and which help them to progress.

4. How will I be involved in planning for my needs and who will explain it and help me?

We will meet with you so we can talk about your course and make sure you are happy and enjoying life at college. The key person to explain this will be your ALS Tutor

5. Who will tell me what I can do to help myself and be more independent?

We will work with you to help you to become more independent and to progress towards your chosen career and study programme goals.

6. What should I do if I am worried about something?

You can always talk to your Programme Manager or your LST or ALS Tutor. You will meet with your LST or ALS Tutor for a one-to-one meeting so you can have a chat and share anything you are worried about. You can also talk to the National ALS Coordinator and SENCO if you want to discuss any worries away from your tutors.

7. How will I know if I am doing as well as I should?

Your Programme Manager and LST and ALS Tutors will work with you to set targets at the start of your course. The targets will be based on the aspirations in your EHCP. They will meet with you on a regular basis to check if you have achieved these targets and they will check if you have completed all the work that has been set for you. We will also discuss your attitude to work, behaviour and attendance to make sure that you are getting the most out of your course. If you or your tutor has any concerns we will discuss this with you and work on how we can help you to improve.

8. How can I get help if I am worried about things other than my course?

We have LST and ALS Tutors who can meet with you to provide further advice and guidance regarding your personal care and can arrange for you to meet appropriate professional staff from external agencies and services. If you are worried about any aspect of your course or your life in centre you can talk to your Programme Manager or LST and ALS Tutors.

We hope we will not have to discuss concerns about behaviour, but if we do your Learner Support Tutor (LST) will speak with you about this and we will be in touch with your parents/carers and invite them in to meet with you and the staff.

9. Are there staff in centre who have had special training to help young people who need extra help?

We have staff who are available to support young people. For learners with higher

support needs we may employ additional qualified support staff. We also make sure that all our staff are provided with regular training sessions and updates. We have staff who are qualified to assess learners needs.

10. Can centre staff get extra help from experts outside the centre if they need to? (e.g. advice and training on medical conditions)

We can make referrals for you to gain specialist external support.

11. If I have difficulty in taking part in centre activities what different arrangements can be made?

a. How will I know who can help me? Your Programme Manager and ALS and LST Tutors will all work together to help you to participate in all centre activities.

b. Who can I talk to about getting involved in student activities if I need extra help? Will I be able to access all of the activities of the education setting and how will you help me to do so? We will help you to take part in any activities which are open to all students.

c. If I have a disability or additional need how can I join in centre activities? We provide an inclusive environment - all our learners are invited to participate in centre activities.

Wheelchair access is available at the majority of centres with the exception of Bristol and York where there is limited access. Please note that our York centre does not have disabled toilet facilities.

12. What help is there to help me get ready to start centre?

We will invite you to visit the centre for open days, taster days and activity sessions/workshops.

13. I am coming to centre to prepare for employment – how will I be supported?

Life skills and preparation for employment will be part of your course at Access Creative College. We aim to offer meaningful and relevant work experience opportunities.