



ADDITIONAL SUPPORT NEEDS POLICY FOR LEARNERS AND APPRENTICES

Table of Contents

1. Introduction
2. Related Policies
3. Purpose
4. Scope
5. Understanding Additional Support Needs
6. Identifying Additional Support Needs
7. Support Available for Learners with ASN
8. ASN and Other Support Routes
9. Working with Employers
10. Learner Responsibilities
11. Roles and Responsibilities
12. Confidentiality and Data Protection
13. Review and Monitoring

1. Introduction

Kingdom Academy is committed to supporting learners and apprentices who may experience additional support needs that affect their ability to engage fully with learning, training or assessment.

We recognise that additional support needs can arise from a wide range of personal, social or contextual circumstances and may change over time. This policy sets out how Kingdom Academy identifies and supports learners with additional support needs in a fair, inclusive and proportionate way.

2. Related Policies

This policy should be read in conjunction with:

- Equality, Diversity and Inclusion Policy for Learners
- Apprentice Support Policy
- Reasonable Adjustments Policy
- Support for Disabled Apprentices Policy
- SEND Policy
- Data Protection and Confidentiality Policy

3. Purpose

The purpose of this policy is to:

- Explain how Kingdom Academy supports learners with additional support needs
- Recognise needs that fall outside SEND or disability frameworks
- Promote early identification and proportionate support
- Support access, participation and progression
- Clarify roles and responsibilities

4. Scope

This policy applies to:

- All learners and apprentices enrolled with Kingdom Academy
- All learning, assessment and training activities
- All learning environments, including workplace, online and face to face delivery

This policy applies to learners only and does not relate to staff support.

5. Understanding Additional Support Needs

Additional support needs are needs that may affect learning but do not meet the definition of SEND or disability under the Equality Act 2010.

These needs may include, but are not limited to:

- Caring responsibilities
- Financial pressures
- Housing instability
- Language or communication barriers
- Confidence, motivation or self belief challenges
- Changes in personal circumstances
- Returning to learning after a long break
- Workplace pressures or changes

Additional support needs may be temporary or ongoing and can change over time.

6. Identifying Additional Support Needs

Additional support needs may be identified through:

- Induction and onboarding processes
- Ongoing reviews and progress discussions
- Learner self disclosure
- Tutor, assessor or employer observations
- Changes in attendance, engagement or progress

Disclosure is voluntary. Learners are encouraged to share information where they feel it may help access appropriate support.

Learners are not expected to self diagnose or provide formal evidence before support is discussed.

7. Support Available for Learners with ASN

Support for learners with additional support needs may include:

- Flexible approaches to learning or assessment where appropriate
- Support with organisation, planning or workload management
- Additional check ins or guidance
- Support with communication or confidence
- Signposting to internal or external support services

Support is tailored to individual needs and focuses on enabling participation and progression

8. ASN and Other Support Routes

Where additional support needs overlap with disability, SEND or long term barriers, learners may be supported through

- The official Additional Learning Needs support route
- Reasonable adjustments
- SEND support processes

Kingdom Academy will work with learners to identify the most appropriate support route and will review support as circumstances change.

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9. Working with Employers

Where learning takes place in the workplace, Kingdom Academy works with employers to support learners with additional support needs.

This may include:

- Supporting communication between the learner and employer
- Discussing flexible approaches where appropriate
- Respecting confidentiality and learner consent

Information is shared with employers only where necessary and with the learner's knowledge.

10. Learner Responsibilities

Learners are encouraged to:

- Engage with conversations about support
- Share information where comfortable
- Participate in reviews of support arrangements
- Follow agreed guidance and processes

Kingdom Academy supports learners to develop independence alongside appropriate support.

11. Roles and Responsibilities

Kingdom Academy is responsible for:

- Providing clear routes to access support
- Ensuring staff understand ASN processes
- Monitoring learner engagement and outcomes

Tutors, assessors and support staff are responsible for:

- Identifying potential additional support needs
- Responding to concerns sensitively and promptly
- Referring learners to appropriate support routes

12. Confidentiality and Data Protection

Information relating to additional support needs is handled sensitively and in line with Kingdom Academy's Data Protection and Confidentiality Policy.m./

Information is shared only where necessary to provide appropriate support.

13. Review and Monitoring

This policy is reviewed regularly to ensure it remains effective, inclusive and aligned with best practice

Policy last updated: Jan 2026

Review frequency: Annually, or sooner if required due to changes in legislation, guidance or operational practice