



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY FOR LEARNERS AND APPRENTICES

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1. Introduction

Kingdom Academy is committed to supporting learners and apprentices with special educational needs and disabilities (SEND) to access learning, training and assessment fairly and without unnecessary barriers.

We recognise that SEND can affect learners in different ways and that needs may be visible or invisible, long term or changing over time. This policy sets out how Kingdom Academy identifies and supports learners with SEND and works to promote inclusion and progression.

2. Related Policies

This policy should be read in conjunction with:

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

3. Legislative Context

This policy is developed in line with:

- The Equality Act 2010
- The Children and Families Act 2014
- The SEND Code of Practice

Under this legislation and guidance, education and training providers have a responsibility to support learners with SEND and to make reasonable adjustments where required.

Kingdom Academy recognises its duties under this framework and is committed to meeting them in a fair, proportionate and learner centred way.

4. Purpose

The purpose of this policy is to:

- Explain how Kingdom Academy supports learners with SEND
- Promote equality of opportunity and access to learning
- Ensure SEND needs are identified and supported appropriately
- Clarify how SEND support links to reasonable adjustments
- Set clear roles and responsibilities

5. Scope

This policy applies to:

- Learners and apprentices with SEND 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 cover staff support.

6. Understanding SEND

Special educational needs and disabilities may include, but are not limited to:

- Learning difficulties or differences
- Autism spectrum conditions
- Attention deficit disorders
- Sensory impairments
- Physical disabilities
- Mental health conditions that affect learning

SEND may affect how learners process information, communicate, organise tasks or engage with learning and assessment.

7. Identifying SEND

SEND needs may be identified through:

- Induction and onboarding processes
- Learner self disclosure
- Ongoing reviews and assessments
- Tutor or assessor observations
- Information shared by employers, with learner consent

Disclosure is voluntary. Learners are encouraged to share information where they feel it may help access appropriate support, but they are not required to do so.

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

8. Support for Learners with SEND

Support for learners with SEND may include:

- Reasonable adjustments to learning or assessment
- Adapted learning materials or delivery methods
- Support with organisation, planning or communication
- Additional check ins or guidance
- Signposting to specialist or external support where appropriate

Support is tailored to individual needs and agreed collaboratively.

9. SEND and Reasonable Adjustments

Reasonable adjustments for learners with SEND are agreed through Kingdom Academy's official Additional Learning Needs support route.

This may include:

- A meeting with an ALN specialist
- Development of a personalised support plan
- Agreement of reasonable adjustments
- Ongoing review of support effectiveness

Further detail is set out in the Reasonable Adjustments Policy.

10. Working with Employers

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

This may include:

- Discussing appropriate adjustments
- Supporting communication between learner and employer
- Ensuring confidentiality and learner consent

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

11. Learner Responsibilities

Learners with SEND are encouraged to:

- Engage with discussions 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.

12. Roles and Responsibilities

Kingdom Academy is responsible for:

- Providing a clear SEND support framework
- Ensuring staff understand SEND processes
- Monitoring outcomes for learners with SEND

Tutors, assessors and support staff are responsible for:

- Identifying potential SEND related barriers
- Referring learners to appropriate support routes
- Implementing agreed adjustments

13. Confidentiality and Data Protection

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

Information is shared only where necessary to provide appropriate support.

14. Review and Monitoring

This policy is reviewed regularly to ensure it remains effective, inclusive and aligned with legislation and guidance.

Policy last updated: Jan 2026

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