



Adult Learning Within Reach

WEA Special Educational Needs and Disability (SEND) Policy

1. Purpose

To define learners' entitlements to support for Special Educational Needs and Disabilities (SEND).

2. Values

The WEA believes that all learners should have access to appropriate SEND support to support course costs and learning difficulties, disabilities, or other identified needs. Key values include:

- Prioritising limited funds for those in greatest need
- Transparent processes for administering any funds designated for learner support
- A clear appeals procedure for use where funding has been refused
- Referral to alternative sources of support, either within the WEA or externally where this would result in a better end-result for the learner.

3. Scope and Eligibility

All learners accessing all support funds must be:

- 19 years old on the 31st August
- Fully enrolled on to a WEA course funded by the ESFA (Education and Skills Funding Agency) or Mayoral Combined Authority (MCA) where you live.

Supporting learners with the following learning needs and disabilities:

- Hearing Impairment
- Visual Impairment
- Audio Impairment
- Mobility
- Medical
- Mental Health
- Specific learning difficulty (SpLD) i.e., ADHD, dyslexia, dyscalculia, dysgraphia, and dyspraxia.
- Any other conditions

The main sources of financial support are:

- An education, health, and care (EHC) plan are for children and young people aged up to 25 who need more support than is available through special educational needs support.
- For learners without an EHCP, Additional Learning Support (ALS) helps the WEA work flexibly and provides support activity to meet the learning needs of learners who have an identified learning difficulty or disability, a health issue or other support needs. This is funded by the ESFA or Mayoral Combined Authorities via Adult Skills Funding (ASF) funding.
- Discretionary Learner Support (DLS) allocated directly to WEA can cover transport, childcare, books and equipment, meals, and accommodation, etc. for learners suffering financial hardship. This is funded by the ESFA or ASF funding via Mayoral Combined Authorities. For more information, please visit [Other financial support \(DLS\) | WEA](#)

4. Policy

The WEA policy is to:

- Ensure that all learners receive information about SEND support and its availability in line with WEA Disclosure of Needs Policy
- Provide learners with appropriate opportunities to discuss their support needs confidentially and one-to-one with the relevant regional manager.
- Ensure confidentiality during application processes to ensure that those in greatest need are supported in line with ESFA rules
- Ensure fair and equitable administration of Additional Learner Support Fund in line with ESFA and MCA rules
- Train and support staff to administer the ALS as above
- Give learners clear information about the processes of application and appeal
- Give learners clear reasons for support not available.

Support which can be provided:

- In-class differentiation of resources e.g., appropriately sizes handouts, overlays, coloured paper, smaller learning objectives etc
- Classroom support worker
- Risk assessments
- Assistive technology (including hearing loops, radio aids, and magnifiers)
- Exam access arrangements
- Dictaphones and video recording equipment (where agreed)
- Aids and adaptations (including adjustable tables and chairs, where agreed)
- Communication Support workers e.g., British Sign Language signers

5. Implementation

- Learners can request SEND/ ALS support at any stage during their learning with us, as we recognise that SEND/ ALS may not always be disclosed or identified at enrolment or onboarding.
- Wherever possible, requests for any SEND/ALS support should be requested before the course starts for support to be organised accordingly, as failing to do so may result a delay in support being in place.
- WEA must be informed of any support requests ideally before the course starts via the application, enrolment or initial CEIAG (Careers Education, Information, Advice and Guidance) process as the WEA may need to order resources or assistive technology or recruit a classroom support assistant.
- If a learner has requested support via the application process and has not heard from the Learner Support and Progression Team within 5 working days, we would urge learners to contact the Learner Support and Progression Team learnersupport@wea.ac.uk or call 0300 3033 464.
- Learners to inform the WEA that they have an EHCP in place via enrolment or by informing the tutor or course organiser. The WEA must go through a consultation process with your local authority to determine if we can meet the requirements within your plan.
- Up to date information can be accessed on the [WEA website](#)
- Training offered to tutors and WEA staff via learning and development opportunities by the Learner Support and Progression Team

6. Management

- The ALS/DLS Advisor administers Additional Learner Support in line with ESFA and MCA rules.
- The Learner Support Team Leader and Assistant to process ALS forms within five working days and record this into SRS (Student Record System) Where there are ALS eligibility issues and appeals the Team Leader and where required the Head of Learner Attraction and Experience will consult ESFA and MCA Funding Rules. The resulting decision will normally be final.

7. Monitoring

Nationally:

The Learner Support and Progression Team Leader will monitor use of Additional Learner Support needs. Reports will be generated monthly from SRS system and we will take steps to discuss imbalances in spending and reallocate the funds if necessary.

8. Links to other policies and documents

This policy is part of a suite of Learner Support policies defining learner support entitlements. Most relevant policies are publicly available through the WEA’s website at [WEA policy documents: all the information you need | WEA](#)

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
January 2025	July 2025	Head of Learner Attraction and Experience	Director of Learning