



**MORLEY COLLEGE**

**Student Support Policy**

**POLICY OWNER: PRINCIPAL  
APPROVAL: GOVERNING BODY ON RECOMMENDATION OF  
CURRICULUM & STANDARDS COMMITTEE**

**LAST APPROVAL: 2016  
NEXT REVIEW: 2018 (or at  
an earlier date should  
changes in funding rules  
necessitate)**

# MORLEY COLLEGE

## Student Support Policy

### 1. INTRODUCTION AND PURPOSE

1.1 This Student Support Policy informs our students and other stakeholders, clearly and simply, of our objectives and responsibilities for supporting students. It explains how we ensure that students at the College can expect a supportive and responsive experience from initial enquiry through to completion of a course and progression within or outside the College. This policy demonstrates our commitment to provide support for students that is inclusive, of a high standard and provides students with a foundation for high achievement.

1.2 The policy sets out our objectives and how we plan to achieve them in order to ensure that our students make the best possible progress, in an environment which ensures they are safe from discrimination and in which they are able to achieve to their very best.

1.3 The policy demonstrates our commitment to go beyond compliance with equality legislation and to strive towards best practice in our approach to Student Support across all the College's functions.

### 2. POLICY STATEMENT

Morley College aims to reduce barriers to learning to ensure students achieve to their full potential irrespective of background and personal circumstance.

### 3. MORLEY COLLEGE IN CONTEXT

3.1 Morley College London is a Specialist Designated Institute (SDI) adult education college located in central London. It enjoys a distinguished history in British adult education dating back to the early 1880s. Today Morley College is a company limited by guarantee and a registered charity.

3.2 The College celebrates and values the diversity brought to it by all members of its community and is committed to providing the education and support that enable all members of this learning community to achieve to their full potential. Ensuring excellent Student Support is core to our mission, values and strategic objectives. Our vision identifies the College as a provider of inspiring, distinctive and excellent adult learning, a college which contributes to, and is responsive to, the communities it serves.

3.3 Respecting diversity and promoting equality is one of our five core values and is central to our vision as we strive to provide relevant and challenging education and training for all sections of our community. We recognise that, in order to meet our core values, we have a responsibility to assist students in reducing barriers to learning whether they be financial, social or related to disability and learning difficulties.

3.4 Central to the Student Support service is the recognition that a high quality, impartial Information, Advice and Guidance (IAG) service is a key component in assisting our

students to enrol on a suitable programme of learning and to achieve positive destinations upon completion of their courses.

- 3.5 During 2014-15 13,353 students made 30,074 enrolments of whom 53.8% were black and minority ethnic students (BAME). Some 73.2% of students were women and 14.1% of students declared a disability and/or a learning difficulty. The largest age band was 24-55 years old representing 67.4% of all students with 13.9% of students being over 65 years old. More than 132 languages are spoken in the area and over 120 languages are spoken by the student body.
- 3.6 The College is located on the border between Lambeth and Southwark with 44% of students in 2014-15 from these two boroughs: 2,772 from Lambeth and 2,631 from Southwark. In addition, the College also currently attracts 6.5% of students (792) from Lewisham and is increasingly focused on meeting the learning needs of its three local boroughs (Lambeth, Southwark and Lewisham).

Morley has a significant footprint in London, drawing students from all 34 London boroughs, with 93.5% of its students (11,429) resident in London. In 2014-15 the highest percentage of students drawn from boroughs other than Lambeth, Southwark and Lewisham was the 4.7% of students (572) who are resident in the Borough of Wandsworth.

#### 4 POLICY OBJECTIVES

- 4.1 To utilise the resources available to all students to enable them to achieve to their full potential, we prioritise support for students on accredited courses to achieve qualifications leading to training and employment. This overarching objective informs all areas of student support;
- Additional Learning Support (ALS) – Providing an outstanding service for those students with disabilities, liaising with community partners in Lambeth and Southwark (and beyond where appropriate) to support student's needs.
  - Information, Advice and Guidance (IAG) – Providing an appropriate level of Advice and Guidance in a confidential and impartial setting, including accessing an extensive network of local support for our students.
  - Financial Support – Providing financial support through the Discretionary Learner Support Fund and Bursary Fund to assist the college in breaking down the financial barriers to learning (The detailed Financial Support Policy follows as an Appendix).

#### 5 SCOPE OF THE POLICY

- 5.1 The policy relates to all students at Morley College

#### 6 RESPONSIBILITY STRUCTURE

- 6.1 The Student Services manager has responsibility for the implementation of the Student Support Policy in consultation with the Senior Management Team (SMT).

- 6.2 The ALS Manager, in consultation with the Student Services Manager, curriculum and service staff, has responsibility for the implementation of the Student Support Policy as it relates to ALS.

## 7. PRACTICAL IMPLEMENTATION

7.1 This Policy sets out:

- The universal student support offer available to all students at Morley College London
- The tailored offer for those students on accredited courses

7.2 Students attending the College can expect the following level of Student Support:

- A confidential pre-enrolment advice and guidance service
- Support with the enrolment process
- Financial support if eligible with fees via the College Bursary Fund
- Assessment with a member of the Learning Support team and an adjustment note to class tutor
- On-course careers advice including UCAS advice
- Signposting to external welfare organisations
- Support with equipment for Sensory Impairments or Laptops to support writing difficulties
- Post – course confidential advice and guidance and signposting

7.3 *In addition to the above*, all students on accredited courses can expect the following:

- Support through the pre-enrolment stage including an assessment of need with Learning Support and support with applications for the Advanced Learning Loan.
- Financial support with childcare, materials and transport via the Learner Support Fund
- On-going support with a learning support specialist (dyslexia/counsellor or another) according to need
- Dyslexia assessment for students with places at HE who need to apply for the Disabled Students Allowances; Exam screenings for students with SpLD/Dyslexia at FS L1& 2 & GCSE
- Exam access arrangements to ensure reasonable adjustments are made for students with disabilities

7.4 All student support is bound by constraints. These are:

- Disclosure of need to the department during the enrolment process
- Level of financial support available at a given point in the year
- The assessment of the ability of the student to achieve on a course
- The level of adjustments required to meet students' needs which are reasonable and do not adversely affect the nature of the course/the majority of the students
- The level of "wellness" required to attend College with acceptable levels of attendance
- The compliance of the student with the College's Student Charter
- Meeting the attendance requirements of the course.

