VERSION NO:	TITLE:	ISSUE DATE:
1.0	SEND & Additional Needs Policy	01/08/2026
PLANNED REVIEW:	**PREPARED BY:**	**PLANNED REVIEW DATE:**
Annual	Andy Murphy, CEO	01/08/2027

Purpose and Scope

This policy sets out PEAK's approach to supporting apprentices and learners with special educational needs and disabilities (SEND) or other additional learning needs, so that every learner has an equal opportunity to succeed on their programme. It applies alongside PEAK's Reasonable Adjustments Policy, which covers adjustments specifically for assessment.

Our Approach

PEAK identifies additional needs as early as possible, usually through initial assessment, and works with the apprentice, their employer and, where relevant, external specialists to agree the right support. Support is reviewed regularly throughout the programme, not just at the start.

- Identification at initial assessment and application, including screening for literacy, numeracy and other learning needs.
- An individual learning plan that records any additional need, the support agreed, and how it will be delivered.
- Access to additional learning support, extra tutoring time, or adapted resources and delivery methods where needed.
- Liaison with the apprentice's employer so that reasonable workplace adjustments can be considered alongside PEAK's own support.
- Where an apprentice holds an Education, Health and Care Plan (EHCP), PEAK will work with the issuing local authority as required.

Funding

Where eligible, PEAK accesses Additional Learning Support funding through the Department for Education to help meet the cost of additional support, in line with current DfE funding rules.

Roles and Responsibilities

Tutors and coaches are responsible for identifying and recording additional needs as they arise and for putting agreed support in place. PEAK's quality team oversees consistency of SEND provision across all programmes, and any concern about the adequacy of support can be raised through PEAK's Complaints Policy.

Working with Learners and Employers

PEAK involves the apprentice in decisions about their own support wherever possible, and treats information about a learner's additional needs as confidential, sharing it only with those who need to know in order to provide appropriate support, in line with PEAK's Data Protection & Privacy Policy.

Monitoring and Review

This policy is reviewed annually to reflect current Department for Education funding rules and good practice in SEND support.