



Additional Learning Needs Fact Sheet

What is the Additional Learning Needs School Memorandum? - Information for staff

Why was the School Memorandum introduced?

The aim of the ALN School memorandum is to provide information about the academic support needs of ALN students for academic and support staff.

What is the purpose of the Student's Additional Learning Needs section?

The aim of this part of the memo is to highlight for staff the individual student's ALN. This section will be completed after a student has provided appropriate evidence to confirm their ALN, which could be either an educational psychologist's report or a letter from GP, consultant or psychiatrist, or another appropriate professional.

How are the recommendations for non-timed constrained/timed constrained assessment sections calculated?

The aim of these sections of the ALN School memo is to make recommendations to staff on how they can support ALN students with non-timed/timed assessment (including examinations/in-class tests)

Any recommendations made would be based on the professional judgement of an ALN adviser or through reports by an appropriate professional.

If specific recommendations are made such as recording of teaching sessions, extensions or exam/in-class support the following advice is given to students:

- Recording of teaching sessions – students are advised to seek the permission of the individual member of staff to record their teaching session. It is suggest that they email the member of staff, or speak to them before the teaching session is given.
- Consideration for coursework extensions – students are advised to approach their Programme Leader in the first instance. We advise students that ALN staff are available to explain the available evidence to School staff, if it would assist them to make a decision about granting an extension.

- If students are recommended additional support such as a reader or scribe for exams/in-class tests, it is likely that staffing to provide this assistance would be provided by either Registry or the Additional Learning Needs Service.

Further information about the recommendations can be found in the notes for guidance section which is part of the School memorandum.

How are the recommendations for placements or field schools made?

It is possible that ALN students may require support for placements or fieldtrips. If a need for support is identified this will again be based on the professional judgement of the ALN adviser or recommendations from a relevant professional.

If a need is identified, it is recommended that an interview is arranged between the student, the relevant members of School and support staff to consider the adjustments required to support the student during their placement or fieldtrip.

How are the recommendations for specialist support made?

This section identifies for staff the support that has been recommended and what has been put into place to support ALN students with their studies.

If students are recommended support to assist them with non-timed assessment e.g. teaching sessions the appropriate documentation will also accompany the ALN school memo to explain the support being arranged.

What happens after the School memorandum has been completed by a member of the ALN team and student?

The ALN School memo will normally be sent to the Programme Administrator, who is responsible for supporting the respective programme the ALN student is studying. It is normally the responsibility of the Programme Administrator to communicate the recommendations to the staff that "need to know" about the individual ALN student.

The Programme Leader for the course will also be asked to sign the ALN School memo, and it will then be returned to the ALN service. If the Programme Leader is not able to agree to the recommendations, a meeting will be arranged between ALN staff, the Programme Leader and the student to consider what other adjustments could be made.

When the memo has been returned to the ALN service a copy will also be sent to the Examinations and Assessment Office within Registry.

Further information

If you require any further information about supporting ALN students please contact:

Additional Learning Needs Service
Talbot Campus Library and Learning Centre
Bournemouth University
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