



# Additional Learning Support Information & Guidance



The UCP Student Support team are committed to helping guide students through a large network of services in order to access the relevant support they may need as a result of a disability, long term health condition, learning difficulty or mental health condition.

With this in mind, we strongly urge you to contact Student Support straight away if you have received a diagnosis, or suspect you have a specific need. It is important to note that the path to accessing support can be a lengthy process and complex but it is our aim to make this process as smooth as possible.

You can notify Student Support in a number of ways, as outlined within this document. We always say **the earlier we are aware, the better**. This is so that your support is put in place as quickly as possible, so that you are not placed at a disadvantage.

## WAYS TO DISCLOSE A NEED TO UCP

Please disclose your disability, long term health condition, learning difficulty or mental health condition to Student Support at your earliest opportunity. Ways to do so are by:

1. Noting the diagnosis on your UCAS application;
2. Contacting [support@ucp.ac.uk](mailto:support@ucp.ac.uk) and completing an **ALS Disclosure Form**;
3. Disclosing immediately, when applying through clearing;
4. Booking an appointment with Student Support after the term has commenced<sup>1</sup>.

---

<sup>1</sup> Please be aware that the support we can offer **will be limited** in this instance, due to processing times and we therefore cannot guarantee that the support you need will be in place before assessments are due.

## DISABLED STUDENTS ALLOWANCE (DSA)

The Disabled Students' Allowance are funds available from Student Finance England to students who have a diagnosed disability, long term health condition, learning difficulty or mental health condition. You can get the allowances on top of your other student finance. You will not need to repay DSAs. These funds pay for:

- Specialist equipment, for example a computer if you need one because of your disability;
- Non-medical helpers;
- Extra travel because of your disability;
- Other disability-related costs of studying.



The DSA application process can take an average of 6-8 weeks. It may also take a while to implement equipment, training and other support, so it is important to apply for DSA at the earliest opportunity. DSA applications can be held open for up to 12 months, so if you are pending diagnosis, we recommend submitting an application; confirmation of diagnosis can be supplied later.

## HOW TO APPLY FOR DSA



Eligible students can apply for DSA by completing the DSA Full or Slim Form. This can be done in paper format, or online and is available on the [gov.uk](https://www.gov.uk) website.

If you have submitted a Student Finance application for tuition fees or maintenance, then you can complete a DSA Slim Form application. If not, you must complete a DSA Full Form application. If it is required that you need to send your application form and/or supporting evidence via the post to Student Finance England, we recommend that you do this by recorded delivery.

## WHAT EVIDENCE DO I NEED FOR A DSA APPLICATION?

When applying, they may request evidence that shows your diagnosis(es). This can take the shape of:

- A diagnostic assessment (e.g. Dyslexia, Dyscalculia, etc.)
- Medical evidence (e.g. DSA Disability Evidence form, medical records, etc.)

Upon receiving your application, Student Finance England will notify you of any other evidence they may require.

## MY DSA APPLICATION IS APPROVED, NOW WHAT?

If your application is approved, you must ensure Student Support is sent a copy of the DSA2 letter for their files<sup>2</sup>. You will also be expected to arrange a DSA Needs Assessment Appointment as early as possible, by contacting the Anglia Access Centre detailed below:

Anglia Access Centre  
Phone: 01223 698378  
Email: [dsa@anglia.ac.uk](mailto:dsa@anglia.ac.uk)

Address: Anglia Ruskin University  
Guild House, Oundle Road  
Peterborough, PE2 9PW

The appointment will take 3-4 hours, and a bespoke DSA Needs Assessment Report (NAR) will be drawn up by an assessor, then sent to you and the relevant parties. The waiting period to get an appointment can take an average of 1-4 weeks; dependent on the assessor's workload.

## WHAT'S A STATEMENT OF REASONABLE ADJUSTMENTS (SoRA)?

A Statement of Reasonable Adjustments is for students who have disclosed a need, and may require support that they wouldn't be able to access without one. Adjustments can include, extra time, a separate room during exams, a scribe, etc.

## HOW DO I GET A SoRA?

You must first ensure that you have formally disclosed a need by completing an ALS Disclosure Form and returning it to UCP Student Support.

You must **also** provide us with supporting evidence of a diagnosis. Evidence can vary, but it must be formal (e.g. DSA NAR, diagnostic assessment, Education Health Care Plan (EHCP), PIP, medical records, or evidence of previous strategies/arrangements at former institution).

## WHAT CAN UCP DO TO SUPPORT YOU IN THE MEANTIME?

Given the nature of the DSA application process, we kindly ask for your patience and understanding whilst the relevant parties do their utmost to put your support in place. The Student Support team may see it fit to implement a temporary Statement of Reasonable Adjustments (SoRA) which may be updated following receipt of the full DSA Needs Assessment Report (NAR).

A Temporary SoRA exists so that UCP can provide you with some support, albeit limited, to reduce any risk of being at an academic disadvantage on the course. It can only be built from existing evidence of a diagnosis as outlined above.



<sup>2</sup> If you are not eligible for DSA, please contact [support@ucp.ac.uk](mailto:support@ucp.ac.uk) to discuss other possible access arrangements.

## FREQUENTLY ASKED QUESTIONS

### 1. Is it ok to get help from the university with regards to my disability, learning difficulty or mental health condition?

Absolutely. We encourage students who have been diagnosed, or suspect they have an undiagnosed condition to speak with Student Support at the earliest opportunity. We aim to ensure all students are on a level playing field whilst on their course.



### 2. Will disclosing a need or disability impact on my place on the course?

No. However, depending on your specific circumstances, the Admissions team may check to see if suitable adjustments can be made.

### 3. How long does it take to get my support in place?

Timescales vary, but can range from a week to several months, depending on the complexity of needs. It is also dependent on whether the student arrives at university with an existing diagnosis or is still investigating whether they have a diagnosis.

- *DSA Application process:* average 6-8 weeks. Sometimes longer if further evidence is required.
- *Booking in a DSA Needs Assessment at the Access Centre:* if DSA is approved it takes an average of 1-4 weeks to arrange an appointment, depending on availability. If DSA is not approved, this appointment cannot take place.
- *Booking a Dyslexia assessment via UCP and ALS:* average of 2 weeks to 2 months, depending on availability and time of year<sup>3</sup>.

### 4. Who is eligible for DSA?

Students who are classed as home students by Student Finance England<sup>4</sup>. Students are not eligible for DSAs if they are:

- An EU student;
- Getting equivalent support from another funding source.

<sup>3</sup> Students must be registered to course in order to undergo assessment. Therefore, full support **cannot** be in place at the start of their time on the course. If a student wishes to pay for private diagnostic assessment, they are welcome to in order to prevent delays with the DSA application.

<sup>4</sup> Migrant workers are classed as home students.

**5. If I can't get DSA, can I still receive support from UCP with regards to my diagnosis?**

Yes, if you can evidence a long term health condition, disability or specific learning difficulty. No, if you cannot evidence a long term health condition, disability or specific learning.

**6. Can I claim other benefits and DSA?**

As every student has different circumstances, it is always our advice to speak with Student Finance England directly about such queries.

**7. What is a Needs Assessment Report?**

A Needs Assessment Report (NAR) is a document based on a confidential discussion between student and assessor to identify specific support required, as a result of a diagnosis or condition. DSA will base their support on the NAR recommendations (e.g. laptop, specialist software, 1:1 support, transport costs).

**8. How do I book a Needs Assessment?**

Contact the Anglia Access Centre at:

- Phone: 01223 698378
- Email: [dsa@anglia.ac.uk](mailto:dsa@anglia.ac.uk)

**9. Who pays for my DSA Needs Assessment?**

DSA.

**10. I suspect I have dyslexia, and have disclosed it to Student Support. What next?**

Wait for a Pre-Assessment Questionnaire from the Dyslexia Assessor via email, then complete and return it as soon as possible. Following this, the Assessor will make the decision whether or not you need to have a Dyslexia Assessment, and book an appointment as required<sup>5</sup>. If you haven't received this questionnaire, you need to contact Student Support to query the delay.

**11. As a registered UCP student, who pays for the Dyslexia Diagnostic Assessment?**

UCP will cover this cost.

**12. What is a SoRA?**

This refers to a Statement of Reasonable Adjustments which is a support document that outlines the support a student is eligible to receive if they have DSA, or can formally evidence a diagnosis. The SoRA is distributed to the relevant members of staff to ensure the agreed support is put into place. A SoRA is reviewed on an annual basis.

**13. What existing evidence can be used in order to have a SoRA?**

- DSA Needs Assessment;
- Medical professional notes/records showing impact of diagnosis on day-to-day activities;
- Education, Health Care Plan (EHCP);
- Personal Independence Payment (PIP);

---

<sup>5</sup> If a dyslexia assessment is required, you must have undergone an eye test ideally in the last 12 months.

- Evidence of previous support/strategies in place received at previous educational institution.

**14. I have applied at Clearing. Can I still get support?**

Yes. However, please note that if you have not applied for DSA, it can delay some support which you may be able to access as a DSA recipient. Student Support may be able to coordinate some support whilst you wait for the outcome of your DSA application.

**15. What if I haven't disclosed a need until late into the trimester?**

If you require specific exam access arrangements, this cannot be implemented until a SoRA has been authorised. Therefore, if Student Support is told of a need late into the trimester, we cannot put any formal support into place until you have gone through the additional learning support processes. We can however discuss whether you meet criteria for short term extensions or mitigation etc.

**16. If I have specific questions about additional learning support processes, who do I speak to?**

Student Support via appointment, phone or by emailing [support@ucp.ac.uk](mailto:support@ucp.ac.uk).