# **London Metropolitan University**

**Disabilities and Dyslexia Service (DDS)**

**School to University Transition Guide – Disability and Student Support**

We are aware that moving from School or College to University can be a big step. Similarly returning to study after being in work / having a break or moving to a new university if you have studied before can be equally as worrying. Rest assured, London Metropolitan University has a wide-range of support available to assist students who have a disability or learning support need. This guide will hopefully help to answer some of the questions that you may have and assist you with getting all of the support that you need set up.

## **Studying at University**

When studying at university, it may be a bit different from what you are used to. Below are some of the differences:

* Attendance – you will only have timetabled classes for a couple of days a week rather than all day; 5 days a week.
* Timetabled Sessions – you will be taught in a lecture (talk to a large group of people) and seminar (small group workshop) format rather than classes where you complete tasks. Outside of classes, you will be expected to read and study around what you are learning.
* Independent studying – at university, you won’t have staff chasing you to complete work, telling you what to do or reminding you to carry out tasks. Support is available to help you with developing skills in this area.
* Resources – everything that you need will be available either in the library or on our Virtual Learning Environment – WebLearn. You won’t be given Exercise Books but you are welcome to bring a notepad, tablet or laptop to classes.

## **Who can access support through the Disabilities and Dyslexia Service (DDS)?**

The DDS supports a wide-range of student at London Met, all of whom are classified as having a disability.

The university operates under the Social Model of Disability (one which recognises social barriers as being the cause of difficulties and therefore need removing for an individual to succeed. As part of this, we apply the Equality Act (2010) which states that a disability is a condition which has or is expected to last for 12 months or longer and has a significant impact on daily life. Therefore, students with one or more of the following can be supported by the DDS:

* Specific Learning Difficulties (SpLD’s) such as Dyslexia
* Mental Health Conditions
* Neurodivergent Conditions such as ADHD or Autism
* Visual Impairments
* Auditory Impairments
* Physical Impairments
* Long-Term Medical Conditions

## **What documentation is required to set up support?**

In order for the DDS to set up support for you and tailor it to your needs, we require some supporting documentation. This should be one or more of the following:

* A letter written by your GP or Qualified Healthcare Practitioner indicating your diagnosis, its impact, any treatment being received and that your condition has or is expected to last for 12 months or longer.
* A full diagnostic report for a Specific Learning Difficulty (SpLD) from an Educational Psychologist or Qualified Diagnostician.

Once you have this, please send it to studentservices@londonmet.ac.uk in order for an appointment to be arranged for you with a DDS Advisor.

## **How do I get a new/updated diagnosis?**

If you have previously not been fully assessed for a Specific Learning Difficulty (SpLD) such as Dyslexia or would like to be assessed for an SpLD then please contact the DDS at studentservices@londonmet.ac.uk once you are fully enrolled.

Further details on this process including the current exact details can be found on our [Dyslexia Diagnosis Journey webpage](https://student.londonmet.ac.uk/life-at-london-met/student-services/disabilities-and-dyslexia-service-dds/dyslexia-screening-and-assessment-/).

For all other diagnoses including ADHD and Autism, you should contact your GP to be put forward for an assessment. The DDS are unable to offer a diagnostic service for conditions other than Dyslexia and Specific Learning Difficulties (SpLD’s) at the present time.

To find your nearest GP, please see the [NHS Website](https://www.nhs.uk/service-search/find-a-gp). We recommend that if you are new to London then you register with a GP as soon as possible.

Once you receive a letter or report confirming your diagnosis then please send this to us so that we can set up or review your support for you. This can be emailed to studentservices@londonmet.ac.uk

## **What disability support is available at London Met?**

When you register with the DDS, there are two avenues of support (subject to eligibility) which we will help you to access and put in place. These are:

* An INAR (Individual Needs Assessment Report) – A support plan which is sent to your course team and key university staff summarising the support that you need e.g. having class notes in advance, being able to record classes, extra time for tests or having longer to borrow books from the library.
* DSA (Disabled Students Allowance) – Externally Funded and Provided Support which can assist you with providing Assistive Technology Computer Programmes in order to carry out tasks such as having text read out to you, travel support (if required) and 1-1 Specialist Mentoring or Study Skills Support outside of classes.

## **How is university support different to School or College support?**

One thing that you may find when you come to University is that the disability support you receive is a bit different to what you are used to. For example, you may have access to Assistive Technology (computer programmes) which you may not have used before in order to remove disability-related barriers to learning. For some students, you may not have a Learning Support Assistant in classes with you like at School or College.

The reason for this difference is because all support is designed to be enabling for you to remove difficulties that you have while also being independent and developing strategies that you can take forward after your course. Rest assured, your DDS Advisor will help you to identify the areas that you may struggle with and find a package of support which will help you to succeed. Your DDS Advisor will also be able to guide you to other support which is available to access.

## **Speaking with a Parent or Guardian**

As you will be over the age of 18 once you enrol at London Met, all information without you will only be able to be shared with other people once you have given us consent to do so. This includes parents and guardians.

Should you wish for us to have contact with a parent or guardian then you can complete our Named Person Consent Form when you meet your DDS Advisor for the first time and register with the DDS.

Please note that with Consent in Place, the DDS will still communicate with yourself as a student directly and expect you to be primarily involved in all aspects of your support and decisions made around it. Your parents or guardians are more than welcome to assist you e.g. with understanding what you need to do. We are unable to only speak with your parents / guardians or provide regular updates on your progress.

## **What other support is available?**

At London Met, we have a wide-range of other support external to the DDS that you can access should you require it. This includes:

* [Student Money and Accommodation Advice (SMAA)](https://student.londonmet.ac.uk/life-at-london-met/student-services/student-money-and-accommodation/)
* [Counselling](https://student.londonmet.ac.uk/life-at-london-met/student-services/counselling-service/)
* [TalkCampus](https://www.talkcampus.com/sign-up)
* [Academic Mentor](https://student.londonmet.ac.uk/your-studies/study-resources/academic-mentors/)
* [Academic Liaison Librarian](https://libguides.londonmet.ac.uk/subject-guides?b=s&group_id=15922&_ga=2.101858244.437300933.1716213643-396476508.1633939145)
* [Careers and Employability Service](https://student.londonmet.ac.uk/jobs-and-employment/career-and-employability-advice/)
* [School Office](https://student.londonmet.ac.uk/school-offices/)
* [International Advice](https://student.londonmet.ac.uk/international/international-support-team/international-advice/)
* [Library](https://student.londonmet.ac.uk/library/)

One thing which is different from school / college is that your DDS Advisor is unable to resolve all matters for you. There may be times when you will be required to contact some of the above teams as they will be best placed to assist you within their remits. Your DDS Advisor will be able to coordinate your support and provide information, signposting, advice and guidance on the support which is available and effective study strategies at university.

## **Who do I contact if I have any questions?**

Prior to registering with the DDS, you can contact us either by phone on +44 (0)20 7320 2848 or by email at studentservices@londonmet.ac.uk

Once you register with the DDS, you will have an advisor as a single point of contact for the duration of your studies at London Met. As such, you can then [contact your advisor directly](https://student.londonmet.ac.uk/life-at-london-met/student-services/disabilities-and-dyslexia-service-dds/meet-the-dds-team/).

## **Key Points to Remember?**

* Get in contact early – it is easier to put support in place when you don’t need it than when it is an emergency
* Register with a GP
* Get involved with the Students Union for [Social Activities](https://www.londonmetsu.org.uk/)
* Ask for help when you need it
* Check your university email account regularly

## **Glossary of Key Terms**

As you may have seen throughout this guide, the language used at University can be a bit different to what you are used to. Below is a summary of some of the key terms that you may want to become familiar with:

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| School / College Terms | University Terms |
| SENCoLearning Support Coordinator | DDS Advisor / Disability and Dyslexia Advisor |
| EHCPStatement of NeedsOne Page ProfileLearning Support Plan | INAR (Individual Needs Assessment Report) and DSA (Disabled Students Allowances) SupportMedical DocumentationDSA2 LetterNeeds Assessment Report |
| Special Educational Needs (SEN)Special NeedsAdditional Needs | Disability  |
| Teaching AssistantLearning Support Assistant | Specialist Mentor (outside taught sessions)Study Skills Tutor (outside taught sessions) |
| Learning Support CentreInclusion CentreStudy Support Centre | Student ServicesDisabilities and Dyslexia Service (DDS) |
| Classes | LectureSeminarWorkshop Tutorial |
| Teacher | LecturerAcademicTutor |
| Extension | [Mitigating Circumstances](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/mitigating-circumstances/) |

Further information on the support provided by the Disabilities and Dyslexia Service can be found on the [DDS Webpages](https://student.londonmet.ac.uk/life-at-london-met/student-services/disabilities-and-dyslexia-service-dds/meet-the-dds-team/).