



Reasonable Adjustments Policy

1. Introduction

We, Langley School, recognise our duty under the Equality Act 2010 and the relevant Schools Code of Practice to provide appropriate support to pupils with a disability. In meeting this obligation, we recognise our duty to make reasonable adjustments to ensure disabled pupils have the same opportunities as others to participate fully in the education and other benefits, facilities and services we provide.

2. Policy Statement

To discharge our duty under the relevant act and to meet the standards of the Schools Code of Practice we have put in place the following procedure to facilitate reasonable adjustments that support pupils with a disability to access the curriculum and the other benefits, facilities and services we provide.

This policy applies to current pupils and prospective pupils seeking admission to the school.

The person with overall responsibility for this procedure is the Head.

3. Definitions

- 3.1. *Disability* – A pupil has a disability if he or she has a physical or mental impairment, and that impairment has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.
- 3.2. *The school* – Langley School.
- 3.3. *Pupil/Pupils* – includes current pupils and prospective pupils applying to the school.
- 3.4. *Parents* – includes parents, one parent or legal guardian, or any other responsible person nominated by the aforementioned.
- 3.5. *Discrimination against disability under the Equality Act 2010* - discrimination against disabled pupils can take place in several ways:
 - 3.5.1. By treating a pupil less favourably than other pupils because of a disability.
 - 3.5.2. By treating a pupil less favourably because of something arising in consequence of a disability, where it cannot be shown that the treatment was a proportionate means of achieving a legitimate aim.
 - 3.5.3. By imposing a provision, criterion or practice which places disabled pupils generally at a particular disadvantage as compared with others which cannot be justified.



- 3.5.4. By failing to make reasonable adjustments when a pupil is placed at a substantial disadvantage compared to other pupils for a reason relating to a disability.

4. Reasonable adjustments

We recognise that our duty to make reasonable adjustments requires us to take positive steps to ensure that disabled pupils can fully participate in education at the school, and enjoy other the benefits, facilities and services which we provide for pupils.

We recognise that we are under a duty to make reasonable adjustments for **disabled** pupils if a provision, criterion, or practice puts a disabled pupil at a substantial disadvantage in comparison with non-disabled pupils; or a disabled pupil would be at a substantial disadvantage in comparison with non-disabled pupils unless an auxiliary aid or service is provided.

- 4.1. We acknowledge that our duty to make reasonable adjustments applies in relation to the following circumstances:

- 4.1.1. In the arrangements made for deciding who is offered admission as a pupil and the terms on which admission is offered;
- 4.1.2. The provision of education;
- 4.1.3. Access to any benefit, service or facility;
- 4.1.4. Excluding a pupil from school;
- 4.1.5. Subjecting a pupil to any other detriment.

- 4.2. The factors we will take into account in determining what is reasonable are:

- 4.2.1. Whether taking any particular step or making any particular adjustment would be effective in overcoming the substantial disadvantage suffered by a disabled pupil;
- 4.2.2. The resources available to us;
- 4.2.3. The costs and/or practicability of making a particular adjustment;
- 4.2.4. The effect of the disability on the individual pupil;
- 4.2.5. The availability of financial or other assistance from other bodies, and the extent to which the support, aids or services could be or are provided to a disabled pupil by the local authority



- 4.2.6. Health and safety requirements;
- 4.2.7. The need to maintain academic, musical, sporting and other standards, including discipline.
- 4.2.8. The interests of other pupils.

5. Procedure

5.1. Disability disclosed on application or at interview.

On application, we will request full disclosure of any disabilities.

If a disability is declared, or is identified by us, on the application form, at any visit by the parents to the school, or the point of interview of the pupil, the following procedure will come into force:

- 5.1.1. The pupil will undergo an interview and test with our Special Educational Needs Department.
- 5.1.2. We will consider how the disability will affect the pupil's access to our education, benefits, facilities and services. During this process, we will identify the potential disadvantages the pupil may need to overcome in order that the pupil can become an active member of the school.
- 5.1.3. We will consider what adjustments are required in order to overcome any disadvantage. We will discuss this with the parents and the Head of our Special Educational Needs Department, as well as, where appropriate, the pupil and (with the parents' consent) any appropriate third party, which may include the pupil's medical team, Social Services and the Local Authority.

Where possible, we will take into account the wishes of the parents and, if appropriate, the pupil, as well as third party advice on what adjustments will be effective.

- 5.1.4. We will consider the pupil's Education Health & Care Plan (EHCP). If the pupil does not have an EHCP, we will consider whether an application for an EHCP should be made to the Local Authority. If we consider that an EHCP might be appropriate, we will notify the parents of their right to apply for an EHCP, and outline to them the process for applying for an EHCP. If the pupil does have an EHCP, but we consider it does not meet the pupil's needs, we will advise the parents of their right to apply for the EHCP to be reassessed and outline the process to them.
- 5.1.5. Once any required adjustments have been identified, we will consider whether those adjustments are reasonable by reference to the factors set out in section 4.2 (above).
- 5.1.6. The costs of reasonable adjustments will be met by the school.



5.1.7. We will consider any request for adjustments beyond what we consider to be reasonable, but we will not be bound to accommodate any such request. If we agree to make such an adjustment, an additional fee, not in excess of the cost of making the adjustment to the school, may be payable.

5.1.8. If, after taking the steps set out in sections 5.1.1 to 5.1.5, there is no requirement for adjustments and/or the disability is such that it is not likely to prevent the applicant from accessing/making effective use of education, services, benefits or facilities, the parents will be advised of their right to request that the pupil is reassessed at a later date, should there be a future need for consideration of reasonable adjustments.

5.2. Disability disclosed in relation to a current pupil

Parents of a current pupil are requested to make an immediate disclosure of any disabilities, or illness which may amount to a disability, in order that the school can consider appropriate adjustments for the pupil.

On receipt of any disclosure of a disability from a parent, or if the school identifies a disability, the school will initiate the steps set out in paragraphs 5.1.2 to 5.1.5.

If reasonable adjustments are required, we will arrange to meet with the parents within 14 days in order to discuss implementation of the adjustment or adjustments.

If it appears that no reasonable adjustments can be made, we will arrange to meet with the parents within 14 days to discuss how to proceed with the pupil's placement at the school.

The cost of reasonable adjustments will be met by the school.

We will consider any request for adjustments beyond what we consider to be reasonable, but we will not be bound to accommodate any such request. If we agree to make such an adjustment, an additional fee, not in excess of the cost to the school of making the adjustment, may be payable.

5.3. Right of appeal

If the parents are not satisfied with any decision we make under this policy, they are entitled to ask us to review that decision.

We will request any additional information or documentation from the parents that they wish us to consider. We will re-evaluate our decision, by reference to the parents' additional information and/or documentation and will repeat the steps set out in 5.1.2 to 5.1.5, within 14 days of receipt of that information and/or documentation.

If further time for re-evaluation of our decision is required, for example due to the need to obtain guidance from a third party, the parents will be notified.



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6. Monitoring and Review

The school, in consultation with the parents and, if appropriate, the pupil and relevant third parties, will monitor any adjustments to ensure they are working well and meeting the pupil's needs.

A formal review of the needs of the pupil will take place annually.

Parents may request a review of a pupil's needs at any time. We will, on receipt of such a request by a parent, undertake a formal review of any required adjustments within 28 days. This review will be carried out by reference to 5.1.1 to 5.1.4, above.

If further time for review is required, for example due to the need to obtain guidance from a third party, the parents will be notified.

This Reasonable Adjustments Policy will be reviewed annually to ensure its effectiveness and to reflect any changes in legislation or any relevant Schools Code of Practice.

Approved SMT: 27.04.16
Approved Governors: 13.06.16