

## DISABILITY / SEN POLICY

### 1 Policy Statement

- 1.1 The college aims to ensure that all the students and employees are given clear guidelines and support for any disability or special need.

The purpose of this policy is:

- 1.2 To implement the commitment of the college in developing an environment in which all applicants and students are given the opportunity to demonstrate and realize their full potential
- 1.3 To provide for the commitment of the staff in their work to develop such an environment.
- 1.4 To embed a culture of support and equal opportunities for students with disabilities or learning difficulties.
- 1.5 To provide fair and equal treatment of all students
- 1.6 To comply with current legislation under the Disability Discrimination Act

### 2 Key Principles

- 2.1 The applicants and students are given the opportunity to disclose a disability or learning difficulty
- 2.2 That the requirements of applicants or students who disclose a disability or learning difficulty are assessed on an individual basis
- 2.3 That reasonable adjustments are provided, within the resources available, for applicants or students who disclose a disability or learning difficulty
- 2.4 That all discussions and information regarding a disability or learning difficulty are treated in a confidential manner.

### **3 Pre – Legislation**

- 3.1 Information on how to disclose a disability or learning difficulty is also provided by means of a presentation by the college staff at Induction.
- 3.2 Applicants who disclose a disability or learning difficulty are invited to discuss their requirements prior to enrolling on the degree programme to ensure that the college is able to meet the students' needs.

### **4 Post Registration**

- 4.1 During induction week, the Student Welfare Officer provides students with information, by way of presentation on how to disclose a disability or learning difficulty, if they haven't already done so prior to registration on their degree programme.
- 4.2 Once a student discloses a disability or learning difficulty, he/she will meet with the Registrar to complete a Learning Support Form which confirms the special adjustments to be put into place for the students.
- 4.3 The learning Support Form is distributed to the Registry, the careers guidance and Internship Services and the International Programmes Office, if the student will be completing a study period abroad. Further copies are sent to the academic staff teaching the student.
- 4.4 Where needed the Welfare Officers will distribute copies of the learning support Forms to the relevant academic staff each semester.
- 4.5 Academic staff meet with any students who have completed a Learning Support Form to discuss the students; needs within the context of their individual modules.
- 4.6 Academic staff are responsible for liaising with the Director to make the adjustments for any assessments that take place during the semester.
- 4.7 The Director is responsible for coordinating all adjustments for end of semester examinations.

## **5 Examples of Adjustments**

Examples of adjustments include:

5.1 For external/awarding body courses, any adjustments made will be as per the recommendation of the awarding bodies.

For internal or where approved by awarding bodies below mentioned adjustments would be taken into consideration:

5.2 Additional time in tests and examinations.

5.3 Use of computer in tests and examinations.

5.4 Separate rooms provided to accommodate all students with additional time in tests and examination.

5.5 Flagging examination scripts written by a dyslexic student without disclosing the identity of the student, enabling academic staff to take the learning difficulty into consideration when marking a script. Academic staff will be provided with guidelines on making scripts written by dyslexic students.

5.6 Facility to record lectures.

5.7 Extended book loans in the library.

5.8 In case of non-standard adjustments, the course leader will be involved in any discussions regarding adjustments to ensure that academic rigour is maintained and that the necessary resources are available.

## **6 Documentation**

6.1 Students with learning difficulties are required to provide an educational psychologists' report in order to enable the school to assess their needs appropriately and entitle them to the necessary adjustments.

## **7 Implementation responsibility**

7.1 The Welfare Officers are responsible for the implementation of this policy.

## **8 Monitoring**

8.1 This policy will be monitored by the Registrar by taking student feedbacks.