



**Haberdashers'
Castle House School**

A15iii Reasonable Adjustments for Disabled Pupils

Actions	Date / details	By whom
Date originally published	March 2018	IS
Adopted by Governors	March 2018	Governors
Amendments	July 2020 – checked and amended	IS
Adopted by Governors	Aug 2020	Governors
Amendments	Aug 2021 – checked and amended	IS
Adopted by Governors	Aug 2021	Governors
Amendments	Aug 2022 – checked and amended	IS
Adopted by Governors	Aug 2022	Governors
Amendments	Aug 2023 – checked and amended	IS
Adopted by Governors	Sept 2023	Governors
Amendments	Aug 2024 – checked and amended	IS
Adopted by Governors	Sept 2024	Governors
Review Date	Aug 2025 or before as required	

This Policy applies to the whole school including the Early Years Foundation Stage (EYFS), is publically available on the school website and a copy may be obtained from the school office.

Introduction

Castle House School is committed to treating its pupils and applicants fairly. According to the Equality Act 2010, we must take reasonable steps to ensure that disabled pupils and applicants are not put at a substantial disadvantage by comparison with pupils and applicants who are not disabled. This Policy applies to the whole school including the Early Years Foundation Stage (EYFS), is publically available on the school website and a copy may be obtained from the school office.

The School therefore seeks to cater for every situation. It is intended as a general statement of our policy which sets out the principles underlying our approach to making adjustments for disabled pupils and the factors the school will take into account when considering requests for adjustments.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher and the Special Educational Needs Co-ordinator (SENCO).
- The Governors undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than January 2021, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

When does the duty arise?

We have a duty to make reasonable adjustments for pupils and applicants who are disabled under the Equality Act 2010 when they are put at a substantial disadvantage compared with pupils and applicants who do not have disabilities. A pupil or applicant is disabled if (s)he suffers from a physical or mental impairment that has substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities. In most cases, disabilities will have lasted or be likely to last for 12 months or more.

Castle House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

What is the scope of the duty?

The School seeks to ensure that disabled pupils and applicants are not put at a substantial disadvantage by making reasonable adjustments:

1. to our policies, criteria and practices (ie the way we do things); and
2. by providing auxiliary aids and services (ie additional support or assistance).

There is no standard definition of an auxiliary aid or service. Examples include:

- pieces of equipment;
- extra staff assistance;
- note-taking;
- induction loops;
- audio-visual fire alarms;
- readers; and
- assistance with guiding.

What is not covered?

We are not required to remove or alter physical features to comply with the duty to make reasonable adjustments for disabled pupils. Similarly, we do not need to provide auxiliary aids for personal purposes unconnected with the education and services provided by the school.

Entry Assessment

We are allowed by law to apply a entry assessments and may choose to do so as part of our admissions process. If necessary, we make reasonable adjustments for disabled applicants sitting an entry assessment, such as, for example, allowing it to be completed on computer rather than by hand.

How do I request an adjustment?

The School prides itself on considering whether there is any adjustment it could make to overcome any substantial disadvantage suffered by a disabled applicant or pupil. However, we do not always think of all possible adjustments and we want to work with parents to think as creatively as possible about this matter. If your child is disabled and you believe that s/he is being put at a substantial disadvantage compared with pupils without disabilities and there is an adjustment that we could make which would overcome this, you may write to [the Special Educational Needs Coordinator (or "SENCO")] setting out in full the adjustment and (if necessary) how the school could put this into practice.

The school's response

In some cases, the school will be able to agree to and implement the requested adjustment as soon as possible. [In particular, it is envisaged that where an adjustment costs are within the financial means of the school or satisfies the non-cost-related criteria listed below, it will be approved and implemented speedily]. In other cases, for example where the adjustment would be logistically difficult or more financially costly, we may need to consider in more detail how best to overcome the substantial disadvantage that the pupil or applicant is suffering and what measures it is reasonable for the school to take. In these cases, the school may seek input from teachers, other experts (such as doctors and/or educational psychologists), you and the child in question.

How will the school decide whether an adjustment is reasonable?

When considering whether it would be reasonable to make the adjustment, the school will consider the following factors:

- whether it would overcome the substantial disadvantage the disabled child is suffering;
- the practicability of the adjustment;
- the effect of the disability on the pupil;
- the cost of the proposed adjustment;
- whether it will be provided under a statement of special educational needs from the Local Authority;
- the school's resources;
- health and safety requirements;
- the need to maintain academic, musical, sporting and other standards; and
- the interests of other pupils (and potential pupils).

Castle House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Confidentiality

You (or your child if the school believes s/he has sufficient understanding of the nature of the request) may request that the existence or nature of your child's disability be treated as confidential by the school. We will take any such request into account when considering whether an adjustment is reasonable.

Outcome

Once the school has determined whether the relevant adjustment is reasonable, we will write to you, setting out the decision and the reasons.

What can you do if you are not happy with the school's decision?

If you are not happy with the school's decision about the reasonableness of the adjustment, you may lodge a complaint using the school's Complaints Procedure.