



Policy No: 8a(4)

OUR LADY'S ABINGDON (OLA) REASONABLE ADJUSTMENTS POLICY

This policy, which applies to the whole school, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from school.

Document Details

Information Sharing Category	Public Domain
Version	1
Date Published	September 2021
Authorised by (if required)	Governing Board
Review / Update Date	September 2022
Responsible Area	Head and leadership team

We comply with the Government guidance and regulations, currently in force, regarding COVID.

Availability: This policy applies to all activities undertaken by the school, inclusive of those outside of the normal school hours and away from the school site and is inclusive of all staff (teaching, support and agency staff), pupils on placement, contractors, the Executive Leadership Team (ELT), the Governing Board and volunteers working in the school. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy being required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Monitoring and review:

- This document will be subject to continuous monitoring, refinement and audit by the Head.
- This policy was last reviewed agreed by the Governing Board in September 2021 and will next be reviewed no later than September 2022 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Head	Chief Operating Officer (COO)	Chair of Governors
Mr Daniel Gibbons	Mr Prav Karian	Freddy El Turk
Signed: 	Signed: 	Signed: 

1. 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 effects 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.

2. What is the scope of the duty?

OLA 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).

OLA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Reasonable Adjustments Policy: Reviewed September 2021

This policy should be read alongside our *SEND and Disabilities Policy* and *Single Equalities Policy*. There is no standard definition of an auxiliary aid or service. Examples include:

- pieces of equipment;
- access arrangements
- PC/laptop
- extra staff assistance;
- note-taking;
- induction loops;
- readers; and

3. 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 OLA.

4. Entry tests

We are allowed by law to apply an entry test and we do so as part of our admissions process.

5. How do I request an adjustment?

OLA 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 has a disability 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 head setting out in full the adjustment and (if necessary) how OLA could put this into practice.

The school's response

In some cases, OLA 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 OLA 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 OLA to take. In these cases, OLA may seek input from teachers, other experts (such as doctors and/or educational psychologists), you and the child in question.

6. How will OLA decide whether an adjustment is reasonable?

When considering whether it would be reasonable to make the adjustment, OLA 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).

7. Confidentiality

You (or your child, if OLA believes they have 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 OLA. We will take any such request into account when considering whether an adjustment is reasonable.

8. Outcome

OLA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Reasonable Adjustments Policy: Reviewed September 2021

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

9. What can you do if you are not happy with OLA's decision?

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