



## Accessibility and Disability Policy

<b>Designation number</b>	LC036	<b>Title</b>	Accessibility and Disability Policy
<b>Current Version number</b>	August 2020 v1	<b>Review date</b>	August 2021
<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Equality and Diversity Students Handbook Student Support for Specific Learning Difficulties
<b>Relation to QAA requirements (parts of code covered)</b>			
Informed by UK Quality Code – Core Practices for Standards and Quality			

### Accessibility and Disability Policy

#### Information for students with disabilities and/or learning difficulties Additional Learning and Disability Support

The London College can offer support to students that have Special Educational Needs or Disabilities (SEND).

We consider that all students should enjoy equal opportunities , whether it is accessing their chosen learning programme or participating in all areas of college life.

Reasonable adjustments to allow college facilities to be more accessible to you will be made in order that all of your learning and support needs are met.

This booklet outlines the support available for students who have disabilities and/or learning difficulties.

If you have a physical, mental health or sensory impairment and/or learning disability, please let us know when you apply so that we can make arrangements for you.

**Who do I contact for information?** The member of staff with special responsibility for students with disabilities and/or learning difficulties is: **Jan Dempster Ellis @ SEN Office room 104**

**What are my rights as a disabled student?** The Disability Discrimination Act (Part 4) and the Equality Act 2010 outline the law relating to disabled people and education. Under this law the college is required to ensure that:

- You are not treated less favourably than other students
- You are provided with reasonable adjustments to avoid disadvantage
- You are provided with appropriate support aids and services
- You are not substantially disadvantaged by our physical premises

**How should I tell the college about the support or adjustments I need?** If you are a new applicant or a new student: All disabled students are strongly advised to contact the SEN office to meet and discuss their support needs prior to enrolment in order to determine whether these needs can be met.

**When you apply** to come to this college you should fill in the section on the application form asking about support. This will let us know that you may need support and/or adjustments. We will then contact you to find out if you need any specific arrangements for your interview.

**At enrolment:** If you haven't told us about your support needs or adjustments by the time you come to enrol, you can let us know at enrolment by completing the Additional Support section on the enrolment form and by asking to see the SEN Office. We will then contact you to discuss what you need.

**When you start:** You can also tell us about your support or adjustment needs at any time after you have started college. If you would like to speak to someone after you have enrolled you can contact the SEN Office or Student Office for advice.

**If you are a returning student:** If you are re-enrolling you will have the opportunity on the re-enrolment form to tell us about any support needs or adjustments you require for the new term. You will then have the opportunity to meet with the SEN Office to discuss what arrangements can be made. If you have not told us of any needs when you re-enrol, you can tell us at any time by contacting the SEN Office.

**If you are applying for an HND** you can provide information regarding your disability and or/learning difficulty on the UCAS form. When we receive your UCAS form we will invite you to come and discuss your support needs or adjustment requirements in the same way as described above. You will also need to apply for the Disabled Student's Allowance (DSA). If you would like to discuss your support needs in advance please contact the SEN Office at the college address/ phone number/email above.

**What kind of support could I have?** The type of support available will depend on your individual needs. Some examples of support and adjustments you could receive are listed below.

## **ASD (Autism Spectrum Disorder):**

### **Some of the types of support that you may be eligible for:**

- A support worker who will meet with you regularly to provide you with one to one support.
- Map of our building and arrange for you to have a tour when the site is quiet.
- Your support worker can help you understand assignment questions if they are written in ambiguous language
- Specialist equipment and software to help you, if this is needed for your studies
- Give you extra time in exams, if appropriate
- Help prepare you for the change in routines that happens at the end and beginning of each term and during exam periods

**For information on the Disabled Students' Allowance (DSA), please visit the [Directgov website](#).**

**For information on the Welfare benefits, visit the [National Autistic Society website](#)**

### **If you are visually impaired:**

- Time and support to get used to the site
- A sighted guide or support assistant
- A reader and scribe for class work and exams
- Materials in large print, Braille or audio format
- Course materials in advance
- Extra time to complete work and assignments
- Assistive technology and software
- Description of visual information and props.

### **If you have speech or language difficulties:**

- A support assistant to aid with communication
- A communication board or assistive technology
- Modified assessment arrangements and extra time for any presentations or group work.

**If you have a physical disability:**

- Escort support to help you get around the building
- Support to organise your transport
- A Dictaphone to record lectures
- A scribe or note-taker
- Extra time for coursework and exams
- Adapted computer equipment
- Timetable planning to avoid long distances
- A parking space.

**If you have a hearing impairment:**

- A communication support worker or sign language interpreter
- Additional learning support, e.g. for literacy and concept support
- A personal converser and induction loops
- Extra time for assessments and examinations
- Videos with subtitles or transcripts
- A note-taker.

**If you have a medical condition (this may include diabetes, epilepsy, sickle cell anaemia, ME, sleep disorders, etc.):**

- Alternative arrangements for work and deadlines if fatigue, stress or effects of medication are an issue
- A Dictaphone to record lectures
- A room to rest whilst on campus
- A plan for medical support and emergency arrangements
- Ongoing communication with staff regarding your condition and how it is affecting you
- Contact from staff during any periods of absence
- Flexibility in punctuality and attendance if treatments or therapies are tightly scheduled
- Specialist equipment or technology.

**If you have a specific learning difficulty, such as dyslexia:**

- Additional learning support sessions, e.g. for structuring work
- Computer software or a portable reading pen to help with reading and writing
- Handouts and exam papers in a preferred format, e.g. on coloured paper, or a different font
- Extended library loan periods
- Extra time to complete coursework and assessments
- Coloured overlays
- A scribe, reader or support assistant for exams
- Testing for scotopic (colour) sensitivity.

**If you have a mental health difficulty:**

- Timetable planning to help deal with stress
- Extra support and help with planning during stressful periods (e.g. exams)
- Support from the student counselling service
- Flexibility in attendance/ punctuality during times when difficulties are worse than usual
- Contact from staff during any periods of absence
- Staff to receive information about your difficulty to avoid misconceptions
- A room to rest and take time out on campus.

**If you have a learning disability:**

- Materials presented in plain English or with symbols
- Additional learning support sessions, e.g. to understand assignments and put together answers
- Extra time for coursework and exams
- A support assistant
- Specific tasks and any changes explained clearly
- Extended library loan periods. If you have autism or Asperger's syndrome:
- A support assistant

- Additional learning support sessions, e.g. to help with language skills or structuring work
- A Dictaphone to record lectures
- Extra time to read, understand and answer questions and exams
- Have information conveyed in more than one way (e.g. spoken and written down)
- Preparation for any changes to your college timetable or routine
- Opportunity to familiarise yourself with the college and your department before the start of term.

**What equipment is available?** Many of these resources can be loaned out to individual students, whilst other items are based on site for use by all students. An example of some of the equipment available is listed below.

- A range of different keyboards and key guards
- Scanning/reading pens for literacy difficulties
- A range of mice (roller ball, joystick, glide point etc.)
- Dictaphones and transcribers
- Large key and talking scientific calculators
- CCTV magnifiers, compact video magnifiers and magnifying glass
- Predictive text software
- Laptops
- Non-slip mats
- Personal conversers and portable induction loops
- Adjustable height tables
- Screen reading, voice recognition and magnification software
- Mind-mapping software
- Reading, writing and dyslexia support software
- Scanners
- Large screen monitors
- Electronic spellcheckers/thesaurus
- Coloured overlays and pen grips.

If you require a particular piece of equipment which is not listed above, please contact the SEN office who will make every effort to ensure you have the equipment you need.

**Learning support and study skills** are available to students who need some extra help with their literacy, numeracy, language and general study skills in order to succeed at college. Students can receive help with the following:

- Reading and writing
- Number skills
- Spelling and grammar
- understanding assignments
- planning, organising and structuring coursework
- Memory and revision strategies
- Note-taking skills
- Strategies for specific learning difficulties such as dyslexia.

If you require learning support or if you have needs relating to dyslexia/ dyscalculia, you can speak to the SEN Office and they will arrange the appropriate sessions for you.

**Is the college accessible?** Almost all of the college is accessible by wheelchair users and all classrooms and student areas are accessible.

**Emergency evacuation:** If you are not able to access stairs, have difficult hearing the emergency alarm, or if you require assistance to exit the building in an emergency you must have a **Personal Emergency Evacuation Plan**. This plan is called a **PEEP** and will be carried out by an appropriate College Staff member when you start college.

**What happens if I go on work experience?** If your course has a work experience module, it is important that the Work Experience Co-ordinator knows about your support needs or any adjustments you may require for your work placement. If you have already met with the Head of Inclusion to discuss your needs in college, you will have been asked for your permission for this information to be passed on to the Work Experience Co-ordinator already. The college may provide a support worker for the duration of a work placement if this is required, as well as the loan of some equipment or aids that you may need. A support worker can also check out employers' facilities and access arrangements in advance to ensure that the placement is accessible for your needs. We can also advise employers on suitable adjustments if these are required. If you have not told the college about any needs because it is not relevant to your course, but you think it might be relevant for work experience, you should contact the Head of Inclusion or your student learning adviser (SLA). As it can often take a long time to find a suitable placement, it is important that the Head of Inclusion or your student learning adviser knows about your needs as soon as possible.

**What arrangements can be made for exams and assessments?** Some students may be able to have additional arrangements and support to enable them to take part and perform to their best in examinations and assessments. Arrangements may include:

- Separate room
- Use of a computer
- Extra time
- Large print or coloured question paper
- BSL interpretation
- Reader
- Scribe
- Prompter
- Supervised rest breaks.

If you think you will need exam arrangements to be made, it is your responsibility to let the college know when you start your course. Please note that you will need to supply evidence from medical professionals and psychologists. Please be aware that it can take up to 3 months for exam arrangements to be agreed so if you leave it until just before your exams it will be too late! The best way to let us know is to complete the form called Application for exam adjustments – Students with disabilities and/or learning difficulties and take it to the SEN Office. Spare copies of this form are available from the SEN Office. You should also make sure you speak with your lecturer so that you know what type of exam you have and what arrangements you will need. If you have already met with the SEN office to discuss your needs in college, you will have been asked for your permission for this information to be passed on to the Exams Office already. If you have not told anyone about your needs, or if you want to make sure that appropriate exam arrangements are being made, you should speak to the SEN office (room 104).

**Money and funding for disabled students** Disability Living Allowance (DLA) is not a means tested benefit and therefore does not entitle you to have reduced fees on its own.

**Who pays for my support/adjustments?** If you are studying on a full cost course or you are an international student, you are expected to cover all your learning costs. As the college does not receive any funding for these courses, there may be limits to the type of support we can provide. Of course, many adjustments will cost very little or no money at all and the college will make all efforts to ensure that this type of support is in place. However, if the support you require is likely to be expensive, the college may not be able to meet these needs. If we cannot pay for the support you require, you may be able to apply for some support from charitable trusts.

**Who owns the equipment that I need?** If you require a particular piece of equipment (e.g. a laptop, dictaphone etc.) we will supply this for use at the college. However the equipment will still belong to the college and would not be yours to keep at home. You will need to return this equipment when you leave your course. If you require specialist equipment to use at home you can apply to a charitable trust to pay for this.

**Learner Support Funds:** Learner Support Funds are available from the college to help with various expenses. This might be to help you pay for transport to go on a trip, books and equipment, and many other things. If you need help paying for the items you need, you should contact Student Services for more information and help with applying.

**Finance for higher education students: Disabled Students' Allowance:** If you are studying on a higher education course you may be eligible for Disabled Students' Allowance. Disabled Students' Allowance (DSA) helps you pay for extra costs you have on your course because of your disability. This money is available for specialist equipment, non-medical helpers, general expenditures and disability related travel costs. DSA is not a loan, and therefore you do not have to pay it back! In the past students have received DSA to pay for:

- Laptops • Printers and scanners • Print cartridges
- Taxi fares • Dictaphones
- Support assistants or helpers
- BSL interpreters
- Photocopying costs ...and many more useful things!

For more information on DSAs and how to apply, please see: [www.gov.uk/disabled-students-allowance-dsas/how-to-claim](http://www.gov.uk/disabled-students-allowance-dsas/how-to-claim). Higher Education students should apply for loans, grants and extra help from Student Finance England: [www.gov.uk/student-finance](http://www.gov.uk/student-finance). Further information is available on the UCAS website:

[www.ucas.com/ucas/undergraduate/finance-and-support](http://www.ucas.com/ucas/undergraduate/finance-and-support)

**Trusts and charitable support:** Some national and local organisation offer grants to students who have a particular disability or who are studying a particular course. These grants may be available to help pay for equipment, transport, fees, books, living costs, etc. If you want more information on charitable trusts and how to apply, you can contact the SEN Office room104.

**What do I do if I have a complaint to make?** If you have a complaint or feel that the college is not doing what it says in this booklet, there is a formal college complaints procedure. If your complaint is about disability discrimination or the support you are receiving please discuss this with the Principal first, who is there to investigate and address your concerns. If you have done this and are still not happy, you can make a formal complaint. The student booklet explains how to go about making a complaint. You will need to fill in a form to do this. If need some help to fill in this form or to put your complaint down in writing, you can ask any member of staff to help you do this.

**Request for an appointment with the SEN Office:** You can contact the SEN Office by using the contact details on the front page/ top of this booklet. Alternatively you can complete the form below and return it to the college for an appointment.

**I have read the Disability Matters booklet and would like to make an appointment to discuss (please tick):**

- My support, adjustment or equipment needs
- The Disability Forum Group
- An application for Disabled Students Allowance Transport
- Exam adjustments
- Work experience

- Additional learning support
- More information/advice on another issue.

**Name:**

**Student ID number:**

**Course:**

**Phone/mobile number:**

**Email:**

Please send this page by email to: [j.dempsterellis@lcuck.ac.uk](mailto:j.dempsterellis@lcuck.ac.uk)

### **Application for exam adjustments**

Students with disabilities and/or learning difficulties: In order for us to apply to the exam board(s) for adjustments, we need at least three months' notice plus the following information:

**Student's full name:** .....

**Student ID number:**

**Nature of disability/learning difficulty:**

**Lecturers name:**

### **Exam adjustments requested by student (please tick as required):**

- Enlarged/modified papers
- Rest breaks
- Use of PC or laptop
- Extra time (up to 25%) Extra time (over 25% – medical evidence required)
- Prompter
- Reader

- Scribe
- Practical assistant
- Sign language
- interpreter
- Bilingual dictionary
- Separate room

**Please note** that exam boards require proof of medical needs and up to date assessments of learning difficulties by authorised professionals –You must provide evidence BEFORE the college can apply to exam boards. Thank you for your help. We will let you know what the exam boards will allow.

**What do you think of this booklet ?** I hope that the information in this booklet has been useful to you. The booklet is reviewed every year and your comments will help us to improve it. Please spare a moment to answer the questions below.

- Have you found this booklet useful?
- What information was most useful?
- Did you find it easy to read? If not, how could we improve?
- What else should we include in this statement?
- Did you join a course after reading this statement? If not, why not?
- Do you have any other comments or feedback?

Please return this page by email to: [j.dempsterellis@lcuck.ac.uk](mailto:j.dempsterellis@lcuck.ac.uk)