

ACCESSIBILITY POLICY and ACTION PLAN

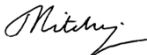
Policy and Plan template reviewed by: Jonathan Ritchie – Executive Director of Property & Development

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Reviewer's Signature: 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

POLICY AMENDMENT PAGE

Date	Key Amendments	Version Number	Reviewed by
11/01/2018	Policy Approved – Fit for use by schools.	v1.1	RG
01/09/2019	Annual Endorsement	v2.0	RNB
01/09/2020	Annual Endorsement	v3.0	RNB
16/03/2021	Policy review and update	v3.1	RNB
01/09/2021	Annual Endorsement	v4.0	RNB
01/09/2022	Annual Endorsement	v5.0	RNB
25/06/2023	Annual Endorsement	v6.0	CS
01/09/2024	Annual Endorsement	v7.0	JR
08/07/2025	Links to ISSRs added to ‘Introduction’ heading on page 3. Clause added under ‘Management’ heading on page 5. Addition of “Related Policies” added to ‘Policies’ heading on page 8. ‘Evaluation and Impact’ heading added on page 9. Additional sentence on where the policy is available added to ‘Interpretation’ heading on page 9. Action Plan clarification added on page 12.	V8.0	JR
25/06/2025	Reference to Schedule 10 of the Equality Act 2010 added under the ‘Introduction’ heading on page 4. Addition of a ‘Regulatory Traceability Matrix’ on pages 5 & 6. Sentence added under the ‘Objective of the Accessibility Policy and Plan’ heading on page 7. Update under ‘Principles’ heading on page 7. FBV paragraphs added under ‘Principles’ heading on page 8. Update under ‘Management’ heading on page 8. ‘Delivering Material in other Formats’ updated on page 11.	v9.0	JR

Additional column added to Action Plan
entitled : 'Regulatory Reference/Strand/ISSR'.
FBV Links added to Action Plan.

Accessibility Policy and Action Plan

This policy should be read in conjunction with the school's Disability Policy.

Accessibility Policy

Introduction

This policy supports compliance with the Independent Schools Standards Regulations, particularly Paragraphs 3(g), 5, and 7 (as below), ensuring that accessibility provision enhances quality of education, promotes respect for diversity, and is integrated into safeguarding practice.

- **Paragraph 3(g):** teaching must enable pupils with SEND to make good progress.
- **Paragraph 5(b)(vi):** enabling respect for other, paying particular regard to the protected characteristics.
- **Paragraph 7(a):** safeguarding policy must have regard to KCSIE.

Accessibility planning is an integral part of the school's annual planning cycle. The Accessibility Plan, created in accordance with the planning duties of the Equality Act 2010 (as amended by the SEN and Disability Act 2001 and 2005 (SENDA)), forms part of the whole school development plan while remaining as a permanent agenda item in the SLT (Senior Leadership Team) meetings, ensuring it is a focus of attention.

Original legislation required the plan to cover a fixed 3-year period, as determined by the government. However, recent DfE guidance allows schools to choose any 3-year period. The school's plan covers the 3-year period as specified in its title. The school has adopted the format of planning for a rolling 3-year period; a new year is added at each annual review and the details of the completed year, annotated to record what has been achieved, are archived and made available on request to any appropriate inspection body. The coherence of the plan and its influence upon other developments is monitored by the SLT on an annual basis.

The Accessibility Plan draws on the guidance set out in:

- SEND Code of Practice (2015)
- "What Equality Law Means For You As An Education Provider" (2014)
- "Equality Act 2010: What Do I Need to Know? Disability Quick Start Guide" (2011).

This Accessibility Plan has been prepared in accordance with Schedule 10 of the Equality Act 2010 & over its 3-year period, the plan aims to:

- a) increase the extent to which pupils with disabilities or additional needs can participate in the school's curriculum.
- b) improve the physical environment of the school for the purpose of increasing the extent to which pupils with disabilities or additional needs can take advantage of education and benefits, facilities or services provided or offered by the school.
- c) improve the delivery to pupils with disabilities or additional needs of information which is readily accessible to pupils who are not disabled or do not have additional needs.

Adequate resources will be allocated for the implementation of this plan.

Regulatory Traceability Matrix

This Accessibility Policy and Action Plan has been developed to support compliance with the Equality Act 2010, Schedule 10 and the Independent School Standard Regulations (ISSRs). The matrix below demonstrates how statutory requirements are addresses throughout the policy and action plan.

Statutory Requirement	Requirement Summary	Policy/Action Plan Reference
Equality Act 2010 Schedule 10 – Strand 1	Increase the extent to which pupils with disabilities or additional needs can participate in the curriculum	Introduction; Objectives; Learning and Teaching; Pre-Admission; Post-Admission; Staff Training; Section A Action Plan
Equality Act 2010 Schedule 10 – Strand 2	Improve the physical environment to increase access to education and associated services	Physical Environment; Accessibility Audits; PEEPs; Site Improvements; Section B Action Plan
Equality Act 2010 Schedule 10 – Strand 3	Improve the delivery of information to pupils with disabilities or additional needs	Delivering Materials in Other Formats, Parent Communication; Accessible Resources; Section C Action Plan
Equality Act 2010 Sections 20 - 21	Duty to make reasonable adjustments	Principles; Admissions; Learning and Teaching; Physical Environment; Information Delivery
Equality Act 2010 Section 85	Protection from discrimination in education	Principles; Admissions; Curriculum Access; Pastoral Support
ISSR Paragraph 3(g)	Teaching enables pupils with SEND to make good progress according to their needs	Learning and Teaching; SEND Support; Individual Accessibility Plans; Staff Training; Section A Action Plan

ISSR Paragraph 5(b)(vi)	Encouraging respect for protected characteristics	Principles; Equality and Diversity Activities; Inclusion Initiatives; Pupil Participation Activities
ISSR Paragraph 7(a)	Safeguarding arrangements having regard to Keeping Children Safe in Education	Pastoral Care; Accessibility Risk Assessments; School Visits; PEEPs; Emergency Evacuation Planning
ISSR Paragraph 32(1)(j)	Written accessibility plan prepared and implemented	Entire Accessibility Policy and Action Plan; Annual Review; Monitoring and Evaluation Arrangement
SEND Code of Practice (2015)	Participation of pupils and parents in planning and review	Individual Accessibility Plans; Reviews with Parents; External Agency Collaboration
Fundamental British Values (FBV)	Mutual respect and tolerance of those with difference faiths and beliefs; individual liberty; equality of opportunity	Principles; Equality and Diversity Initiatives; Inclusive Curriculum; Accessibility Planning; Pupil Voice Activities

Definitions of Disability and Special Educational Needs

Disability is defined as follows by the Equality Act 2010:

A person has a disability if:

- they have a physical or mental impairment.
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day- to-day activities.

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial; for example, it takes much longer than it usually would to complete a daily task.
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions).
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

People who have had a disability in the past that meets this definition are also protected by the Act.

The definition of Special Educational Needs in the Children and Families Act 2014 includes pupils with significantly greater difficulty in learning than most children of their age, or a disability which means that a pupil cannot make full use of the general educational facilities provided for pupils of his or her age in mainstream schools. Not all pupils are disabled or have additional needs by their SEN and vice versa.

The SEND Code of Practice makes it clear that the definition of disability includes sensory impairments, such as those affecting sight or hearing, and long-term health conditions, such as asthma, diabetes, epilepsy, and cancer.

Progressive Conditions Considered to be a Disability

A progressive condition is one that gets worse over time. There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairments are automatically deemed to be disabled.

Conditions that are Specifically Excluded

Some conditions are specifically excluded from being covered by the disability definition, such as a tendency to set fires or addictions to non-prescribed substances.

Objective of the Accessibility Policy and Plan

To reduce and eliminate barriers to access to the curriculum and to full participation in the school community for pupils, and prospective pupils, with a disability.

Accessibility planning applies to current pupils, prospective pupils and members of the wider school community who may have disabilities.

Principles

The school recognises its duties under the Equality Act 2010:

- Not to discriminate against, harass or victimise pupils (or prospective pupils) with disabilities or additional needs in their admission and exclusions, and provision of education and associated services.
- Not to treat pupils with disabilities or additional needs less favourably.
- To take reasonable steps to avoid putting pupils with disabilities or additional needs at a substantial disadvantage (the 'reasonable adjustment' duty) in matters of admission and education.
- To have and regularly to update an Accessibility Plan which meets the statutory requirements by being in writing and covering the three strands over time, as noted in the introduction, above.

The SEND Code identifies a clear focus on the participation of children and young people and their parents in decision-making at individual and strategic levels. The school recognises and

values parents' knowledge of their child's disability and its effect on his/her ability to carry out normal activities and respects the parents' and child's right to confidentiality.

The school provides all pupils with a broad and balanced curriculum, differentiated and adjusted to meet the needs of individual pupils and their preferred learning styles, and endorses the key principles, which underpin an inclusive curriculum:

- setting suitable learning challenges.
- responding to pupils' diverse learning needs.
- overcoming potential barriers to learning and assessment for individuals and groups of pupils.

The school recognises that accessibility and inclusion contribute directly to the promotion of Fundamental British Values. Through ensuring that pupils with disabilities or additional needs are able to participate fully in school life, the school promotes mutual respect, individual liberty and tolerance of those with difference faiths, beliefs, backgrounds, cultures and abilities. Accessibility planning supports the school's commitment to ensuring that all members of the school community are treated with dignity, respect and equality of opportunity regardless of disability, religion or belief, race, sex, sexual orientation, gender reassignment or any other protected characteristic.

Accessibility planning supports the school's commitment to the promotion of Fundamental British Values by ensuring equality of opportunity, fostering mutual respect, promoting individual liberty, and encouraging tolerance of those with different faiths, beliefs, backgrounds, cultures, abilities and protected characteristics.

Management

The Head is responsible for ensuring implementation of the Accessibility Plan, which is reviewed annually by SLT. Progress against the Plan will be reported annually to the School Advisory Board for scrutiny and sign-off. The School Advisory Board monitor implementation and challenge the SLT to ensure measurable progress.

In formulating the plan, the SLT may co-opt additional members whose expertise in any field would be of assistance.

The SLT's terms of reference are:

- To review the school's policies, procedures and facilities as they are likely to affect pupils and prospective pupils with disabilities or additional needs.
- To make decisions with a view to improving the accessibility of its education in its many aspects, to pupils or prospective pupils with disabilities, by means of reasonable adjustments and to implement, evaluate, and continue to review the effectiveness of any measures taken.
- To continue to review the school's Disability Policy.
- To continue to review the school's Accessibility Action Plan.

Learning and Teaching

The school has:

- Appropriately trained SEND staff in each of its educational settings each equipped to deal with the range of mild or moderate learning difficulties experienced by children who, with our support, can benefit from the curriculum we follow.
- A strong and successful record of supporting children with a range of SEND needs by planning with parents and children, seeking advice from appropriate professionals and training staff regarding any child's specific needs.
- Students are assessed for SEND upon admission and other times when a need is identified.

The school has a procedure for dealing with accessibility in advance of a child's admission or, in the case of the emergence of a disability, the following procedures are in place:

Pre-Admission

A lot of planning takes place before the child arrives at school. This will include:

- Information gathering from parents, the child's current school or nursery and relevant external agencies.
- Writing an individual accessibility and/or education plan tailored to the needs of the child. This will involve meeting with parents and meeting with the child to discuss their preferences. It may also involve meeting with external agencies who specialise in dealing with that disability, who can offer support to the school when planning the appropriate provision for the child.
- Providing adequate training for staff, who will be responsible for that child, so that they feel confident to carry out the plan.
- Providing the correct resources for the child so that he/she has as much access to the curriculum as is reasonably practicable.

After Admission

Planning and undertakings will include:

- Managing and recording the pastoral care of the child through the school's pastoral system and fostering the child's social and emotional development, with appropriate documentation.
- Reviewing the plan with the parents and child and, where relevant external agencies, at appropriate intervals so that planning can be put in place for the following term.
- Communicating with future schools regarding the child's needs.

If the onset of disability occurs during a child's time with us, all the above will be put in place.

Training

The overall planning of staff training is undertaken by the SENCO and Head. Training is given to the whole staff (full-time and part-time) on SEND and Disability on at least a two-year cycle. Training is undertaken on a whole staff basis regarding learning styles, learning differences, learning difficulties and multi-sensory teaching over an extended period.

Training is undertaken on a 'need-to-know' basis regarding, for example, asthma, epilepsy, anaphylaxis, colostomy management, cystic fibrosis and other conditions. Training will continue to be tailored to provision for and understanding of specific conditions as appropriate.

Pastoral Care

Pastoral Care is an agenda item at each meeting of the SLT and forms part of the annual development plan.

A Health and Safety Committee, comprising appropriate members of staff, meets termly to consider all matters of Health and Safety.

Arrangements for Health and Safety on trips and visits are scrutinised and approved by the Head and Educational Visits Co-ordinator.

Physical Environment

The Head has overall responsibility for the school's physical environment.

The school recognises that environmental adjustments cannot readily be made in response to the arrival of a child with a disability and that, therefore, longer-term planning is needed to ensure that environmental factors are improved including access, lighting, acoustic treatment and colour schemes, and more accessible facilities and fittings. This is where the Action Plan becomes a part of the policy.

The plan below sets out the action being taken by the school as positive steps to promote equality and eradicate discrimination for all.

Disability Policy Review

The responsibility of review is the Senior Leadership Team.

The terms of reference are:

- to review the school's policies, procedures and facilities, as they are likely to affect pupils and prospective pupils with disabilities or additional needs and to prepare an audit of current provision.
- to make recommendations with a view to improving accessibility of the school's education to pupils or prospective pupils with disabilities, by means of reasonable adjustments and by planning for the future by preparing an Accessibility Plan.
- to review such plans and policies as necessary at least every three years.
- an audit of current provision.

Admissions

Admission to the school is on a non-selective basis (no written assessments are taken). We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities

provided that our site can cope with them. The school's policy is to enrol pupils regardless of any disability of which it is aware, provided that the school can accommodate their needs within the parameters of reasonable adjustments.

The school asks parents of prospective pupils if special needs should be taken into consideration. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as considered appropriate. Subject to this, the school will be sensitive to any requests for confidentiality.

The life of the school is enhanced by inclusive policies, but equal importance must be given to ensuring that no pupil's education is impaired.

Delivery of the Curriculum

Through INSET, staff meetings and other initiatives, such as online learning, we train classroom staff on developing inclusive approaches towards teaching.

Classroom Arrangements

Freestanding tables and chairs in most classrooms mean that furniture can be rearranged easily to accommodate pupils with disabilities or additional needs. Where appropriate for learning needs, the school encourages the use of laptops or other portable devices. Most rooms are fitted with blinds, which might be of benefit to students with visual impairment. Lessons provide opportunities for all students to achieve. For example, provision may be made for dyslexic and dyspraxic students to use laptops in lessons and for tests. The school keeps detailed records of pupils' needs and the range of support provided, which it uses to make application for extra provision in public and formal examinations.

Delivering Material in other Formats

Information provided to pupils and parents will be made available, where reasonably required, in alternative formats including large print, electronic format, accessible PDF, symbol-supported text, audio format & other formats appropriate to need.

Visits

School visits are open to all, provided the appropriate medical practitioner declares any individual with a medical condition is well enough to travel. However, the school might need to consider the transport and accommodation needs of a wheelchair user.

Policies

Details of the Equal Opportunities policy, including disability, are published in the staff handbook. This policy and plan should be read in conjunction with the following "Related Policies":

- SEND and Inclusion Policy
- Safeguarding and Child Protection Policy
- Curriculum Policy
- Health and Safety Policy
- Behaviour Policy

- Equality and Diversity Policy
- Admissions Policy

School Design: Access to Buildings

Reasonable adjustments have been made to all areas of the school, but some may well require further changes to accommodate individual new students – this will be assessed at the time of application.

Emergency Evacuation

If a pupil with a disability is admitted to the school, relevant staff will be provided with training to support the pupil's emergency evacuation. Within the structure of the current premises, several modifications may be possible to increase accessibility for pupils and parents with disabilities or additional needs.

Should it be beneficial for a pupil with a disability, the school will create a Personal Emergency Evacuation Plan (PEEP), consulting, as relevant, with the pupil's medical practitioner and the emergency services.

In planning for emergency evacuation, if appropriate, the school will consider, for example:

- equipping fire alarms and bells with additional visible signals to meet the needs of any deaf pupils.
- acquiring an 'evac-chair' or similar equipment to facilitate the emergency evacuation of a pupil with mobility difficulties.

Evaluation and Impact

The effectiveness of this Accessibility Policy and Action Plan is evaluated through measurable outcomes, including pupil achievement, attendance, parent/pupil feedback, and access to the full curriculum. Annual accessibility audits and stakeholder feedback inform updates.

Key Action Areas – Sample Document

The following table provides a summary of the school's priority areas for action.

Key Action Areas	Timescale
a) increase the extent to which pupils with disabilities or additional needs can participate in the school's curriculum;	
The school aims to improve the resources available for EAL pupils with the introduction of books and other resources in a wide range of languages to match the pupils in school, this will be from nursery up to year 6.	By July 2027
The school aims to provide ongoing CPD to ensure all staff feel able to provide strong support with pupils with a range of difficulties, with a focus on sensory difficulties and ASD.	Ongoing
b) improve the physical environment of the school for the purpose of increasing the extent to which pupils with disabilities or additional needs can take advantage of education and benefits, facilities or services provided or offered by the school;	
The school aims to have space for small group and 1:1 teaching so that, when needed, pupils can work in a calm and quiet environment.	By January 2027
The school aims to make improvements to the sensory room, purchasing new resources such as lights and sensory toys.	By Easter 2027
c) improve the delivery to pupils with disabilities or additional needs of information which is readily accessible to pupils who are not disabled or do not have additional needs.	
The school aims to ensure classrooms are set up in a way that supports all pupils' learning. This includes the rooms being tidy, the displays being meaningful and reducing the amount of items hanging from the ceiling.	

Accessibility Plan 2023 - 2026

***Note:** In the Resources & Cost Estimate column, the following code is used: £ = £0 to £50, ££ = £51 to £500, £££ = £501 to £5000, ££££ = over £5000.

SECTION A: Increase the extent to which pupils with disabilities or additional needs (including those with special educational needs) can participate in the school's curriculum

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
To manage the care of a child in reception who has undiagnosed difficulties with instructions and routines.	Liaise with parents and local authority to ensure the correct support is in place before he starts KS1. FBV – Mutual Respect & Tolerance.	SENCO & Head of School and parents	SENCO	SENCO & class-teacher time	Easter 2027	The child can cope independently with school life, both socially and also academically.		Equality Act 2010 Schedule 10 – Strand 1 (Curriculum Access); ISSR 3a, 3d and 3f
To provide sloping boards to support pupils with poor muscle tone and upper body strength.	SEND department to assess long-term needs of children and provide boards where necessary. FBV – Individual	Facilities and Compliance Manager		Boards		Pupils have improved access to the curriculum		Schedule 10 – Strand 1; ISSR 3a, 3d and 3f

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
	Liberty & Mutual Respect.							
To provide access to laptops to pupils who will benefit by having increased access to the curriculum	SEND department to assess long-term needs of children and provide laptops where necessary (or parents to purchase laptops). Run touch-typing lessons for children to learn to type at a suitable speed to enable them to use a laptop in lessons. FBV – Individual Liberty & Mutual Respect.	Head of ICT		Laptops Software for Touch Typing Dragon Dictate		Pupils with learning needs can demonstrate their understanding effectively. Pupils who need to use laptops can touch type at a speed that is faster than their writing speed.		Schedule 10 – Strand 1; ISSR 3a, 3d and 3f

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
To review the range of learning resources that is accessible for students with different disabilities.	Heads of Department/ class teachers to review resources in their curriculum areas collaborating with the SENDCO. FBV – Individual Liberty & Mutual Respect.	SENCO, class teachers & Heads of Department		Time Funding for new resources as needed		Students with disabilities have increased access to curriculum materials.		Schedule 10 – Strand 1; ISSR 3d, 3f
To provide a Reader for tests where children have an identified phonological learning need.	SENDCo to plan for the availability of a Reader for tests where needed. FBV – Individual Liberty & Mutual Respect.	SENCO		SENCO or TA time	ongoing	Students with phonological learning needs can access written tests and perform at the level of which they are capable		Schedule 10 – Strand 1; ISSR 3a,3d,3f
To enable children with dyslexia or weak working memory to remember instructions and	Teachers provide written instructions / hand-outs of information.	SENCO, class teacher		Class teachers TAs, Software		Students with dyslexia or weak working memory are supported to retain information		Schedule 10 – Strand 1; ISSR 3a, 3d and 3f

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
access the curriculum effectively	Use voice to text programme to aid with typing on laptops. Provide access to laptops. FBV – Individual Liberty & Mutual Respect.					and access the tasks in class independently.		
To ensure pupil who is registered blind has access to the resources needed to access all areas of the curriculum, and all areas of the school.	Reading magnifier, access to writing materials he can see clearly. TA support. Close liaison with parents.	SENDCO, class teacher, TA		Class teachers TAs,		Student with poor vision will be supported to access the tasks in and around the school independently.		Schedule 10 – Strand 1 ISSR 3a, 3d and 3f and 25
To enable children with learning needs to make good progress	Provide individual or small group lessons with	SENCO, Head of Department		SENCO time		The progress across the curriculum of disadvantaged pupils,		Schedule 10 – Strand 1; ISSR 3a and 3d

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
and attain in line with their underlying ability.	specialised members of staff. Review the attainment for all SEND pupils. Provide group curriculum support. FBV – Mutual Respect & Tolerance.	s & class teachers		Leadership Team Dedicated INSET time		pupils with disabilities or additional needs and those with special educational needs currently on the school roll matches or is improving towards that of other pupils with the same starting points.		
For children with weak working memory to know and be able to use a range of strategies to support their working memory in a range of contexts.	Plan for the provision of group teaching of strategies to support children with weak working memory. Train all staff in the strategies being taught to children.	SENCO, Head of Departments & class teachers		SENCO time Leadership Team		Children with weak working memory know and use a range of strategies independently to help with their memory.		Schedule 10 – Strand 1; ISSR 3a, 3d

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
	FBV – Mutual Respect & Tolerance.							
To increase the confidence and skills of all staff in noticing and supporting pupils with learning needs	Training will be given on identifying needs, by SENDCO FBV – Mutual Respect & Tolerance.	SENCO, Head of Departments & class teachers		SENCO time SLT		Staff are confident to identify and support children with learning needs and disability, and to refer to SENDCO when necessary.		Schedule 10 – Strand 1; ISSR 3(g, 3a, 3d)
To liaise with external agencies to ensure that pupils are assessed where needed and that provision is made for them.	Provide information to parents as needed. SENDCO to build relationships with local assessors. Make provision for exam access arrangements, e.g. extra time, lap top use, readers.	SENCO		SENCO		Pupils can access assessments and teachers have the best understanding of how to support pupils with their learning.		Schedule 10 – Strand 1; ISSR 3(g)

SECTION B: Improve the physical environment of the school to increase the extent to which pupils with disabilities or additional needs are able to take advantage of education and benefits, facilities or services provided or offered by the school:

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
Ensure the designated disabled parking is used correctly.	Monitor use and explain to anyone mis-using the spaces that they are needed. Ensure disabled parking is clearly marked.	Facilities and Compliance Manager & Bursar		Facilities and Compliance Manager to ensure correct ratio of disabled spaces are incorporated into the transport plan		Improve access to all school sites		Equality Act 2010 Schedule 10 – Strand 2 (Physical Environment) ISSR 25
Reduce external trip hazards	Ensure external pathways and steps are accessible to all and hazards are clearly marked	Facilities and Compliance Manager & Bursar		Bursar & Facilities managers to incorporat		Pathways and steps are free from hazards and maintained as part of routine maintenance programme		Schedule 10 – Strand 2; ISSR 7(a) where linked to safeguarding and safety 16 and 23

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
				e into tours of inspection and rolling maintenance programme				
Access ramps	Ensure all wheelchair access ramps are serviceable and meet the 1:15 gradient	Facilities and Compliance Manager		Bursar & Facilities Managers to assess and build into holiday works programme. Facilities and Compliance Manager		Access ramps are serviceable and compliant		Schedule 10 – Strand 2 ISSR 25

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
				to ensure new builds meet the requirement.				
Differentiate doors and corridors	When re-decorating corridors and doors ensure high contrast between walls and doors to assist visually impaired	Facilities and Compliance Manager & Bursar		Facilities Manager to incorporate into rolling maintenance programme and to ensure new buildings meet requirement		Doors and corridors easily differentiated		Schedule 10 – Strand 2 ISSR 25

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
Stairs	Ensure all stair nosing's are secure and handrails are fitted where required	Facilities and Compliance Manager & Bursar		Bursar & Facilities managers to incorporate into weekly tours of inspection and rolling maintenance programme		Minimise risk on stairs		Schedule 10 – Strand 2; ISSR 7(a), 16 and 25
Disabled WC facilities	Ensure existing and future facilities meet DDA requirements	Facilities and Compliance Manager & Bursar		Facilities Manager to incorporate into		To provide appropriate facilities for pupils, staff and visitors		Schedule 10 – Strand 2 ISSR 23, 25 and 31

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
				rolling maintenance programme and to ensure new buildings meet requirement				

SECTION C: Improve the delivery to pupils with disabilities or additional needs of information that is readily accessible to pupils who are not disabled or do not have additional needs:

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR

Target	Action	Person Responsible for Action	Person Responsible for Sign-off	Resources & Cost Estimate*	Time frame	Outcomes for learners (to include monitoring arrangements and progress)	Date Achieved & Signed Off	Regulatory Reference/Strand/ISSR
To provide information to parents about Special Needs provision.	Individual needs policy to be updated annually and to be kept on the school website. FBV – Mutual Respect & Tolerance.	SENCO		SENCO		Up to date policy live on website		Schedule 10 – Strand 3 ISSR 32
To provide information to parents about the external help available to them.	List available of Speech and Language Therapists, Sound Therapists, Optometrists, Audiologists, and Educational Psychologists. FBV – Mutual Respect & Tolerance.	SENCO		SENCO		Parents have access to the information necessary to ensure full access to the curriculum for their children.		Schedule 10 – Strand 3 ISSR 32

Interpretation

In this policy, the term “senior manager” means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is St Botolph Building, 138 Houndsditch, London EC3A 7AR. Any enquiries regarding the application of this policy should be addressed to the Executive Director of Property & Development at the above address.

This policy is published on the school’s website and is available on request. It complies with ISSR Paragraph 32(1)(f).