



**UNIVERSITY  
ACADEMY 92**  
MANCHESTER

**Disability Policy and Procedure**

**Implementation date:**

**September 2023**

**Version number:**

**1.1**

<b><u>Document type</u></b>		Strategy
	X	Policy
		Regulations
	X	Procedure
		Code of Practice
		Guidance
<b><u>Area of UA92 business</u></b>		Governance & Compliance
	X	Student Affairs
		Academic
		Finance & Operations
		External Affairs
		Other
<b><u>Document Name:</u></b>	Disability Policy	
<b><u>Author:</u></b>	Head of Student Support	
<b><u>Owner (if different from above):</u></b>	Executive Director of Student Life and Strategy	
<b><u>Document control information:</u></b>		
<b><u>Version number:</u></b>	1.1	
<b><u>Date approved:</u></b>	<u>August 2023</u>	
<b><u>Approved by:</u></b>	UA92 Academic Committee	
<b><u>Implementation date:</u></b>	September 2023	
<b><u>Review due:</u></b>	April 2025	
<b><u>Document location:</u></b>	Microsoft Teams	
<b><u>Consultation required:</u></b>		
<b><u>Equality &amp; Diversity</u></b>	Yes	
<b><u>Legal considerations (including Consumer Rights)</u></b>	Yes	
<b><u>Information Governance</u></b>	Yes	
<b><u>Students</u></b>	Yes	
<b><u>Employee Engagement Forum</u></b>	N/A	
<b><u>External</u></b>	Lancaster University	

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
1.1	August 2023	<ol style="list-style-type: none"> <li>1. Change from applicants who have selected UA92 as their first or second choice will be contacted re disability support – now only first choice (firm) applicants contacted</li> <li>2. Change of job titles e.g. Student Well-being Officer changed to Disability &amp; Inclusion Adviser. Removal of sharing LSPs with personal development coaches (no longer exist)</li> <li>3. Duty of care changed to commitment as UA92 does not hold a statutory duty of care for students in specific relation to disability.</li> </ol>	Head of Student Support

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		<ul style="list-style-type: none"> <li>4. Changes to how to book an appointment.</li> <li>5. Flowchart removed as no longer applicable – process explained in policy.</li> <li>6. Added that students may be required to pay towards the cost of diagnostic assessments</li> </ul>	

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## 1. Purpose

The purpose of this policy is to:

- 1.1 Outline the legal definition of 'disability' as set out in the Equality Act 2010 and University Academy 92's commitment to disabled students.
- 1.2 Identify how students and applicants may disclose a disability to University Academy 92 (UA92).
- 1.3 Outline eligibility criteria for disability support, Disabled Student's Allowances (DSA) and how to register with the Inclusive Support service at UA92.
- 1.4 Identify the types of support available to students through Inclusive Support (institutional support) and through DSA (government funded support).
- 1.5 Outline the screening procedure if an enrolled student suspects they may have a Specific Learning Difficulty.
- 1.6 Provide information and guidance in relation to the Inclusive Curriculum at UA92.

## 2. Scope

- 2.1 This policy applies to all current students and apprentices registered on a UA92 course.
- 2.2 Applicants who have selected UA92 as their first choice of higher education institution via UCAS will be contacted prior to enrolment with information about disability support at UA92, providing they have disclosed and consented to sharing their disability status in their UCAS application.
- 2.3 This policy does not apply to colleagues or visitors; however, we foster an inclusive environment and offer accessible campuses at UA92. Colleagues and visitors are invited to contact our People team ([people@UA92.ac.uk](mailto:people@UA92.ac.uk)) if they require reasonable adjustments to be made due to disability.
- 2.4 Advice on how to use this policy, and procedures identified within, is available from UA92's Disability and Inclusion Adviser.
- 2.5 UA92 will keep a record of all communication students, apprentices and applicants make with the Inclusive Support service and/or the

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UA92 Disability and Inclusion Adviser directly and any documentation provided will be kept on file e.g. medical evidence. A record of disability disclosures made via applications will also be kept on record. Records will be retained in line with the UA92 Data Retention Policy.

### 3. Policy statements

- 3.1 UA92 firmly believes that disability should not create a barrier to learning and academic success. As an organisation we seek to champion and support disabled students to achieve their goals. UA92 endeavours to provide an inclusive environment for all, demonstrated in our values, ethos and culture, and through provision of accessible campuses.
- 3.2 UA92 recognises and values its commitment to all disabled students and strives to ensure reasonable adjustments are made to reduce disadvantage related to participation and access to the curriculum.
- 3.3 The UA92 Inclusive Support service intends to provide both institutional support and to help students access Disabled Students' Allowances (DSA), a government grant providing support and services to disabled students in Higher Education.

### 4. Definitions

- 4.1 The term 'disability' as used in this policy refers to the legal definition set out in the Equality Act 2010. According to the Equality Act, a person is disabled if they have a:

**'physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on their ability to carry out normal day-to-day activities'**

- 'substantial' means more than minor or trivial
- 'long term' means the effect of the impairment has lasted, or is likely to last, for at least 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' includes everyday tasks such as eating, personal care, walking, shopping etc.

Some impairments are automatically treated as a disability; people with HIV, cancer or multiple sclerosis are protected by the Equality Act from the point of diagnosis and people with some visual impairments are automatically deemed to be disabled.

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- 4.2 The term ‘reasonable adjustment’ as used in this policy, refers to the definition set out in the Equality Act 2010, which is to avoid as far as possible, by reasonable means, the disadvantage a disabled student experiences because of their disability.
- 4.3 ‘Disabled Students’ Allowances’ (DSA) is a government grant provided to pay for equipment and support required by disabled students in Higher Education. This can include equipment, assistive software, non-medical helper support e.g. study tutors and mentors, travel and general allowances. Students and applicants can apply for DSA via student finance providers.

## 5. Disclosing a Disability

- 5.1 Applicants who disclose a disability on their application to UA92 will be contacted before enrolment to invite them to register with the Inclusive Support service.
- 5.2 Current students are able to disclose a disability at any stage throughout their time at UA92 by;
- Emailing [inclusivesupport@ua92.ac.uk](mailto:inclusivesupport@ua92.ac.uk)
  - Attending a student support drop-in
  - Booking and attending a 1-1 appointment with the UA92 Disability and Inclusion Adviser by emailing [inclusivesupport@ua92.ac.uk](mailto:inclusivesupport@ua92.ac.uk)
- 5.3 Information about how to apply for Disabled Students’ Allowances (DSA) is provided on Microsoft Teams (‘UA92’ Team, ‘Student Support’ channel) and is available without having to contact the Inclusive Support service directly, if that is preferred (see appendix 10.1).

## 6. Registering with Inclusive Support

- 6.1 All disabled students are eligible for institutional support at UA92 arranged through the Inclusive Support service, which sits within the Student Support service. Institutional support refers to support for students in relation to learning, teaching and assessment at UA92.
- 6.2 To access support, students are required to provide sufficient medical evidence to confirm diagnoses, longevity and impact on daily activities (see appendix 10.2). UA92 may accept DSA Study Needs Assessments as medical evidence in some instances.

6.3 Once sufficient medical evidence has been provided, the student or applicant will be invited to attend a registration appointment with the Inclusive Support service.

6.4 The registration appointment will typically involve:

- a discussion about the impact of diagnosis/es, specifically in relation to support requirements in higher education;
- creation of a Learning Support Plan (LSP), to include information about diagnosis/es, impact on study and reasonable adjustments to be made by UA92 colleagues:
  - reasonable adjustments made will be in relation to learning, teaching and assessment, including exams if applicable (please see 'Examination Reasonable Adjustment Policy' for more information);
  - LSPs will be shared with relevant academic colleagues with the student's permission;
  - It is the responsibility of the student to share their LSP with placement providers and any others if they so wish.
- advice about how to apply for DSA and support throughout the application process and to access approved support;
- provision of an assessment memo if appropriate (typically for students with Specific Learning Difficulties), so markers can give due consideration when marking assignments;
- arrangements to be made to meet with UA92's Facilities team to create a Personal Emergency Evacuation Plan (PEEP), if a student requires support to leave the building in an emergency
  - PEEPs will be shared with the Facilities team to share as necessary with relevant colleagues to implement as and when required i.e. fire wardens, first aiders.

## 7. Screening for Specific Learning Difficulties

7.1 Any student or apprentice who suspects they may have a Specific Learning Difficulty (SpLD) may request a free screening appointment with Inclusive Support. This will involve completing a screening questionnaire to determine whether SpLD indicators are present.

7.2 If sufficient indicators are present (to be determined by UA92's Inclusive Support service), UA92 may refer the student for a full diagnostic assessment with an educational psychologist. Students may be required to pay towards the cost of this assessment.

7.3 In cases where students are formally diagnosed with a SpLD following their diagnostic assessment, they will be invited to register

with Inclusive Support to set up institutional support and help them to apply for DSA.

## **8. Inclusive Curriculum**

- 8.1 UA92 provides an inclusive curriculum across all academic disciplines, embedding reasonable adjustments into the curriculum as standard (please see appendix 10.4; Inclusive Curriculum Guidance).
- 8.2 The inclusive curriculum guidance document provides advice and guidance to academic colleagues as they develop new curricula at UA92, requesting consideration of the following categories; learning environment, course materials, communication, group work, field work/placements and assessment.
- 8.3 This universal design is intended to accommodate a wide range of students, reducing the requirement for multiple additional reasonable adjustments for disabled students in many cases. This, in turn, reduces the need for students to disclose disabilities to UA92 if they would prefer not to.

## **9. Related Documentation**

- Student Well-being Policy
- Safeguarding and Prevent Policy
- UA92 Data Retention Policy
- Examination Reasonable Adjustments Policy

## **10. Appendices**

- 10.1 DSA Application Process
- 10.2 Medical Evidence Requirements
- 10.3 Inclusive Curriculum Guidance





## The DSA application process

### 1. Gather your evidence

You will need to provide a medical report, GP letter or diagnostic report

### 2. Apply for DSA

You can apply online via your Student Finance England account (more information available [here](#)) or Inclusive Support can help you with the application

### 3. Receive confirmation of DSA eligibility

DSA will send you a letter (DSA1) to advise whether you can book a Study Needs Assessment

### 4. Book your Study Needs Assessment

Use the Assessment Centre finder on the webpage provided on your DSA1 letter to find an Assessment Centre and book an appointment

### 5. The Study Needs Assessment

This is a meeting between you and the DSA assessor to discuss the effects of your disability or SpLD. The assessor will suggest strategies to help overcome the impact on your studies. Don't worry, this is not a test.

### 6. DSA Needs Assessment Report

The assessor will write a report outlining your needs and recommended type(s) of support

### 7. Confirmation from DSA about Approved Support

After your funding body receives the Needs Assessment Report, they will send you a DSA Notification of Entitlement Letter (DSA2)

### 8. Your Support

The DSA Notification of Entitlement Letter (DSA2) will outline what support has been approved and how to access it. It is likely you will be required to contact specific suppliers to receive equipment or set up support.

This process can take up to 14 weeks, so it's important that you apply as soon as possible.

If you need help with any of the above, please contact Inclusive Support at [inclusivesupport@UA92.ac.uk](mailto:inclusivesupport@UA92.ac.uk)



## Medical Evidence Requirements

### **Evidence of dyslexia or other specific learning difficulties:**

For dyslexia or other specific learning difficulties we require a full diagnostic report which:

- has been carried out by a practitioner psychologist or a suitably qualified specialist teacher holding a current Assessment Practicing Certificate
- meets SpLD Working Group 2005/DfES Guidelines (these can be found on SpLD Assessment Standards Committee [SASC] website [www.sasc.org.uk](http://www.sasc.org.uk))

If you have any documentation confirming your specific learning difficulty, please provide this to Inclusive Support. Alternatively, please speak to Inclusive Support about arranging a screening to determine whether we can refer you for a full diagnostic assessment.

### **Evidence of a physical condition, sensory impairment or mental health condition:**

For a physical conditions, sensory impairments or mental health conditions, please arrange for a suitably qualified medical professional to provide a letter (signed and on letter headed paper), which confirms the following information:

- a clear diagnosis of your condition
- your condition is long term (has lasted, or is likely to last, more than 12 months)
- how your condition has a substantial adverse effect on your ability to carry out daily activities

### **Evidence of autistic spectrum conditions:**

For an autistic spectrum condition, please provide any of the following documents (in addition to written evidence of a clear diagnosis of an autistic spectrum condition):

- Statement of SEN and Transition Plans
- Individual Education Plans
- Learning Difficulty Assessments
- Education Health and Care Plan (EHCP)
- A letter from your doctor or medical professional which confirms the following information: a diagnosis of your condition and how your condition has a substantial and adverse effect on your ability to carry out daily activities

### **Evidence of visual stress, scotopic sensitivity or Irlen's:**

For visual stress, scotopic sensitivity or Irlen's you will be required to provide a Visual Stress/Irlen Test Screening completed by an Optometrist, Optician, Orthoptist, Ophthalmologist or other qualified Irlen Screener or diagnostician.



## Inclusive Curriculum Guidance

An inclusive approach to learning, teaching and assessment at UA92 means that reasonable adjustments will be embedded into the curriculum as standard

Please be aware that course learning outcomes and standards set by professional bodies may override some of the recommendations listed below

### Learning Environment:

- Classes to be delivered in a structured way to allow students to follow topic changes easily
- Provide students with sufficient time to read instructions before being asked to respond
- Avoid asking students to read aloud or respond to questions in front of others (consider asking for volunteers or use anonymous voting polls)
- Allow students to audio record taught sessions, for personal use only
- Allow students to eat and drink during teaching sessions
- Avoid drawing attention to students arriving late to teaching sessions\*
- Allow students to leave and return to teaching sessions when required\*
- Additional explanations to be provided in classes, on request, to facilitate better understanding
- Subject-specific terminology to be clarified
- Questions and comments made by other students to be clarified

\* In cases where this occurs frequently, discuss privately with student to determine whether any additional support is required e.g. refer to Inclusive Support service

### Course Materials:

- Provide information in advance about how the course/module will be delivered
- Learning materials and resources e.g. presentation slides or session outlines, to be provided at least 48 hours in advance of teaching sessions on Microsoft Teams
- Distinguish on reading lists between core and secondary texts
- Subtitles or a transcript to be provided for audio-visual material, where possible
- Provide a glossary of complex terminology you wish to introduce, where possible
- Provide session outlines from guest speakers prior to delivery, where possible

## Assessment:

- Provide **inclusive deadlines** as far as possible  
i.e. maximum amount of time available from setting an assignment to submission date – to reduce the disadvantage for students benefitting from additional time e.g. those with SpLDs\*
- All assessment deadline dates to be published pre-module start on Microsoft Teams
- Use a range of assessment methods e.g. written work, presentations, practicals, group tasks
- Consider using an Assessment Menu i.e. allowing students to choose their preferred assessment method

\* Specific Learning Difficulties e.g. dyslexia

## Communication:

- Provide clear and concise information, instructions and feedback whenever possible, ensuring all course expectations are direct and explicit
- Use unambiguous language, avoiding sarcasm and irony
- Avoid excessive information on presentation slides
- Provide students with sufficient time to read information on slides before moving on
- Take care when using colour, ensuring sufficient contrast between text and background colours to improve accessibility for students with colour blindness, visual impairments, specific learning difficulties etc.
- Describe objects, activities, and processes both in writing and verbally, whenever possible
- Be aware of inclusive language i.e. use 'thought shower' or 'mind map' instead of 'brainstorm'

## Group Work:

- Encourage students to work in groups to facilitate peer support
- Where possible, academic colleagues to arrange groups to avoid difficulties for students with social anxiety and to ensure groups are well balanced (consider any known disabilities)
- Encourage only one student to speak at a time (arranging chairs in a semi-circle can be helpful)

## Studio, practical, field-based, professional skills and placement activities:

- Provide an opportunity to discuss fieldwork and placement needs, if required
- Ensure accessibility on field trips/external visits/placements etc.
- If expected to undertake precisely defined tasks, students to be provided with detailed instructions ahead of time in order to familiarise themselves with what is required
- Provide sufficient time to take notes during explanations and demonstrations of activities, and to help formulate or respond to questions
- Risk assessments to be presented in writing and explained verbally

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