



## 3-Year ACCESSIBILITY PLAN

### 1 September 2021 – 31 August 2024

Since January 2015 anti-discrimination considerations have been introduced into Part One of the standards. In addition, Schedule 10 of the Equality Act 2010 requires schools to have a three year accessibility plan.

The Equality Act 2010 retains the previous definition of disability: ‘A physical or mental impairment which has substantial and long term adverse impact on a person’s ability to carry out normal everyday activities’. This has some overlap with the definition of ‘special educational needs’ in the Children and Families Act 2014 (which includes pupils with significantly greater difficulty in learning than the majority of children of his/her age, or a disability which means that a pupil cannot make full use of the general educational facilities provided for pupils of their age in mainstream state schools) but not all pupils are disabled by their SEN and vice versa.

This Accessibility Plan evidences the school’s commitment to

- not treat disabled pupils less favourably;
- take reasonable steps to avoid putting disabled pupils at a substantial disadvantage (the ‘reasonable adjustment’ duty) in matters of admission and education.

Aims	Tasks	Time scale	Responsibility	Monitoring	Evidence	Date of next progress check plus details of those checking progress	Outcome of Evaluation
<b>To continue to monitor systems of support for</b>	Update register of children and review IEP format.	Sept 21 onwards	Berna Bouwer, Head of Junior Prep, and	SLT	√ Appropriate SEN staff appointments in place and	IEPs are reviewed and updated	Adjustment to IEPs and provision as required.

<b>children with a disability</b>			Learning Support team.		professional development provided √ See new register and IEP format on Shared Drive.	termly by the prep and senior school enrichment co-ordinators	
<b>To ensure information is secure, relevant and available to all</b>	Extend use of iSAMS to disseminate to staff updates on pupils' SEN & medical alerts	Ongoing reviews which are recorded within ISAMS	Senior and Prep SEN Coordinator & school Nurse	Head of Junior Prep & Head of Seniors	√checking of all new entrants via screening test to identify difficulties at an early stage and pace on register if necessary. Staff informed of how to access on SIMS at Staff Briefing (see Minutes)	School nurse, deputy head and head of prep review on a termly basis	Any patterns in alerts feed into Health and Safety Committee and adjustments to policy/practice where required
<b>To ensure all students attend school on a regular basis</b>	Monitor patterns of attendance	Monthly checks	Class Teachers	Head of Seniors	√ Introduced new Management Information System (SIMS) that provides instant reports on attendance.  √ School 'absent' forms uploaded onto new website.  √ Use data from SIMS to analyse patterns of attendance.	Attendance is monitored on a weekly basis	Interventions result in attendance issues

<b>To ensure all students have access to a broad co-curricular programme</b>	Monitor participation in off-site activities and residential visits.	Reviewed each half-term	Head of off-site visits	Deputy Head	√ See 'Trips folder' and 'Trips archive' on School Shared Drive	Deputy Head and Head of Prep review half-termly	
<b>To ensure achievements are celebrated at every opportunity</b>	Record child achievements	Termly	Heads of Section	Head of Prep and Head of Seniors  Termly	Noted in weekly Headmaster Newsletters.  Shared on social media platforms  Celebrated in end of term assemblies.  √Noted on school website  √Head Master's reward system introduced: Commendation and Congratulation for groups of pupils in the senior school	Termly  Records saved on Shared Drive	Adjustments to provision where required.
<b>To ensure staff are appropriately trained</b>	Provide training to meet the needs of children with disabilities	ongoing	Enrichment Department	Berna Bouwer, Head of Prep	See Staff training record  INSET for staff on how to support EAL students		Practice is improved following training provided

	Continue to provide dedicated EAL support	From September 2021		Berna Bouwer, Head of Prep and SENCO	Staff allocated and included in timetable	Termly	
<b>To ensure any reasonable adjustments required, are made in a prompt manner</b>	Issue staff and parents with advice for reasonable adjustments, with follow up meetings for parents of each child identified requiring targeted support	Sept 21 onwards	Berna Bouwer, Head of Prep	SLT	√ see Minutes of staff meeting and new Reasonable Adjustments Policy, plus letters to parents	Termly with IEPS	Adjustment to IEPS and provision as required.
<b>Ensure policies are updated and detailed as required</b>	Review inclusion policies, including reasonable adjustments	Annual review	Berna Bouwer, Head of Junior Prep	SLT and Governance	√ As evidenced by updated policies.		
<b>To ensure reviews are regular and informed fully</b>	Carry out discussions with parents of those with a disability via end of year IEP review	2021 onwards (annual end of year review)	Berna Bouwer, Head of Prep	Head Master and Governance	Analysis and consideration of questionnaires.	End of year review	Depends on results of questionnaires and outcome of discussions with parents IEPS are discussed twice a year with parents
<b>To ensure the school/setting develops children's awareness of disability</b>	Review PCHE & curriculum to ensure disability awareness is taught effectively	Autumn 2021	Head of PCHE and Head of Prep	Deputy Head		May 2022	
<b>To provide a voice for students</b>	Provide opportunities for organisations to talk to children	2021-24	SLT links	Deputy Head	√ see visitors' list & annual admissions booklet	May 2022 Head of PCHE	Adjustment of visitors schedule for coming years

<b>To ensure the curriculum is varied and accessible to all</b>	Ensure curriculum is adapted within reasonable adjustment.	Termly reviews	Head of Department	Head of Prep, Head of Seniors, Deputy Head	Appendix within enrichment register generated	Each September	
<b>To ensure children have full access to trips and extra-curricular activities</b>	Plan with parents planned trips and activities to ensure access	Termly	Trip organiser & Head of activities	SLT & Governance	Ongoing. Activity and trip registers evidence inclusion. Achieved for 2018-19: lists sent to parents for budgeting.	Deputy Head and Head of Prep	
<b>To ensure full access on trips and visits</b>	Review with other providers and agencies provision during a school/setting trip	September 21 onwards	Trip organiser & Head of activities	SLT	Pre-visits are made for occasional trips		
<b>To provide a full and inclusive ASC programme</b>	Provide a range of out of hours activities which are accessible and appropriate.	Termly	Head of Activities	Deputy Head & SLT	Termly ASC lists and registers	Termly	Adjustment of provision on a termly basis
<b>To ensure staff are equipped to deliver an excellent education, utilising relevant resources and materials</b>	Ensure teachers and pupils have access to suitable media eg interactive technology and tablets in classrooms (encourage emailing of prep/digital recording of prep/enlarging/colour material for pupils with visual/memory difficulties, differentiation of prep)	September 2021 & ongoing	Head of ICT & Heads of Department	SLT	√ Training in conjunction with IT department on all aspects of difficulties accessing the curriculum for SEN.	Current project	ICT purchase decisions to be made for budget years 2021-24

<b>To provide appropriate access to all users</b>	Through Admissions Forms or questionnaire seek information on the needs of users; ensure reasonable adjustments are made.	Sept 21	Head of Admissions	Head Master & Governance	See Admissions notes		
<b>To ensure access for all</b>	Ensure doorways are always kept clear to admit wheelchair access	Sept 21 onwards	Facilities Manager	SLT	√ Managed ramp access to main entrance & door width to disabled toilet meets regulations		Temporary ramp is available by request for Buckfield House & other buildings
<b>To ensure toilet facilities are available and accessible</b>	Ensure toilet facilities on ground floor are kept clear of clutter	September 2021 onwards	Facilities Manager	SLT	√ Monitoring and feedback and SLT meetings (see SLT notes)		Weekly Facilities Manager checks. Disabled toilet in sports hall primary facility
<b>To provide sufficient access to ICT for all students</b>	Consideration of further investment in classroom technology to facilitate improved delivery of information to sensory impaired pupils	Annual Review	Head of ICT & SLT	SLT & Governing Body	Annual budget review based on feedback from pupils, parents and SEN staff	Sept. 2022, 2023, 2024.	Currently no pupils require additional adaptations (Nov. 2020)
	Consideration of further investment in creation of physical access to academic facilities for pupils with a disability	Annual Review	Facilities Manager	Head Master & Governing Body	Annual budget review based on feedback from department, staff & site risk assessments	Annual review	Currently no pupils require additional adaptations (Nov. 2020)
<b>Any additional building plans would require</b>	Construction in listed buildings is complex –	Sept 2022-24	Head Master	Governing Body	Ongoing: temporary wheelchair ramp		

<b>full disability consideration</b>	engage architects to advise				is in current use as and when necessary.		
<b>New Builds to include appropriate facilities for all</b>	All new builds meet rigorous building regulations which include disabled access and toilet facilities.	Regular review with any new builds, e.g. school swimming pool; 4G pitch	Head Master	Governing Body	√ Regular meetings with architects and Project Manager for boarding house & pool	Planning permission pending	
<b>Disabled access to be provided for 4G weather surface</b>	All-weather playing surface to meet building regulations for disabled access.	2021 – this has been achieved and will continue to be monitored	Head Master	Governing Body	Regular meetings with architects and Project Manager.	Planning permission granted and facility built	
<b>To ensure full access for parking</b>	Parking: Ensure regulations are met for disabled parking and access to new buildings from the car park, including appropriate lighting sources.	2021-24	Head Master	Architects, project manager	On-going (as above). Site visits by land surveyors.	Planning permission pending	