St. Michael’s Catholic Grammar School

**DISABILITY IN PUBLIC EXAMINATIONS (in accordance with Disability Act 2010)**

**Founded by the Sisters of the Poor Child Jesus, a Voluntary Aided school in the trusteeship of St Michael’s Catholic School Trustee and a member of the Loreto Education Trust.**

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| **Approved by:** | Headteacher | **Date:** March 2022 |
| **Last reviewed on:** | N/A |
| **Next review due by:** | Spring 2023 |

**Introduction:**

St Michael’s is committed to ensuring the best possible progress and quality of life for all our students and staff, whether disabled or otherwise. Any pupil who meets the School’s general Admissions criteria, and will benefit from the all-round education offered at St Michael’s, is welcomed.

**Policy Aim**

It is the School’s aim to ensure that no pupil, potential pupil, or member of staff is put at a substantial disadvantage compared to any other member of the school community because of disability. The School is committed to making reasonable adjustments to minimise any barriers to learning, participation, assessment and achievement.

This policy will outline the various measures that will be put into place to ensure a successful outcome of this aim.

**Before the examination**

The candidate’s disability and any special needs for the examination should be assessed by the school as early as possible so as to provide the best support possible – this will normally take the form of an access arrangement.

The school should consult the examination board at the beginning of the course to ensure that the necessary access arrangements can be put into place before they undertake to enter the candidate for examinations which require skills to be demonstrated which are beyond the scope of the candidate.

The access arrangement deemed necessary for the particular candidate can be applied for in the following way: go to the relevant awarding body’s website and input the candidate's details and examinations to be taken. Choose the appropriate access arrangement(s) required for the candidate from the list shown. Answer all of the questions about the evidence you have on file to support the application. Make a record of the application outcome.

**During the examination itself**

The help offered will depend upon the individual needs of the candidate. It might be appropriate to offer one or more of the following:

* extra time;
* supervised rest breaks;
* scribes;
* word processors;
* transcripts;

**Organisation:** Where a pupil has mobility problems that preclude him/her reaching certain classrooms, the School will make every effort to arrange for accessible rooms to be available for examinations, including the provision of separate invigilation.

During the examination period the school will ensure that a school welfare officer will be normally available for support and consultation.