



Da Vinci Academy
A L.E.A.D. Academy

Exams Disability Policy

Date: September 2016
Renewal Date: September 2017

EXAMS DISABILITY POLICY

The Academy's policy is to apply the Academy's admission criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligations to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil or potential pupil who is not disadvantaged because of his/her disability.

Prospective parents are asked to give full details of any disability in relation to a prospective pupil at the time of application. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards appropriate. This might include:

- an up to date school report, including a confidential statement from the pupil's head teacher
- a specialist report, e.g. from a doctor or educational psychologist
- a report from the Head Teacher or Learning Support department
- a Statement of Special Educational Needs
- any other information/background material parents feel will assist the School

The Academy will be sensitive to any parental requests for confidentiality, subject to the need to involve the specialist staff of the School in an assessment of a pupil's or prospective pupil's needs.

Prospective parents will be asked to discuss any relevant adjustments at the time of application.

Reasonable adjustments may include:

- Allowance of extra time in any school entrance examination and allowance for the use of laptop computers
- Permission to sit the school entrance assessment in the more familiar surroundings of the present school
- Use of large print materials
- Use of 'coloured' paper and exercise books
- Use of coloured overlays

Exams

The Academy will take every available step to ensure that pupils with a disability are afforded the best possible opportunities for the completion of their exams.

This will include the following:

- Pupils who suffer injury just before, or during, the exam period will be offered alternative venues should they be unable to access the exam hall. Rooms will be found on the ground floor and will be appropriately set out to comply with exam regulations.
- Should the pupil require any access arrangements this will be processed by the Head of Learning support or by the Exams Officer as soon as they are made aware of the need.
- Specialist equipment will be provided by the School should there be a need, for example, computer access.
- Should the disability require the aid of a scribe or a reader, this will be provided by the school.

Head Teacher

Date

Deputy Head Teacher

Date

Exams Officer

Date
