



FOREST SCHOOL

SENDA Accessibility Plan 2022 - 2025

v1.0

| | |
|----------------------|----------------|
| Approved (Date): | 16 April 2024 |
| Next review (Date): | September 2025 |
| Owner (Name, Title): | Bursar |
| Classification: | Statutory |
| Comment: | |

Contents

| | | |
|----|---|---|
| 1 | Aims..... | 3 |
| 2 | Scope and application | 3 |
| 3 | Regulatory framework..... | 3 |
| 4 | Publication and availability | 4 |
| 5 | Definitions..... | 4 |
| 6 | Responsibility statement and allocation of tasks..... | 4 |
| 7 | Increasing accessibility..... | 5 |
| 8 | Welcoming and preparing for disabled pupils..... | 5 |
| 9 | Training..... | 6 |
| 10 | Record keeping..... | 6 |
| 11 | Version control..... | 6 |

1 Aims

- 1.1 This is the accessibility plan of Forest School (**School**).
- 1.2 The aims of this accessibility plan are to set out the School's plans for:
 - 1.2.1 increasing the extent to which disabled pupils can participate in the School's curriculum;
 - 1.2.2 improving the physical environment of the School for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the School; and
 - 1.2.3 improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

2 Scope and application

- 2.1 This accessibility plan applies to the whole School including the Early Years Foundation Stage (EYFS).
- 2.2 This accessibility plan covers the three-year period from September 2022 to September 2025.

3 Regulatory framework

- 3.1 This accessibility plan has been prepared to meet the School's responsibilities under:
 - 3.1.1 Equality Act 2010;
 - 3.1.2 Education (Independent School Standards) Regulations 2014;
 - 3.1.3 *EYFS statutory framework for group and school-based providers* (DfE, January 2024);]
 - 3.1.4 Education and Skills Act 2008;
 - 3.1.5 Children Act 1989;
 - 3.1.6 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR); and
 - 3.1.7 Childcare Act 2006.
- 3.2 This accessibility plan has regard to the following guidance and advice:
 - 3.2.1 [Equality Act 2010: advice for schools](#) (DfE, May 2014, updated June 2018);
 - 3.2.2 Technical guidance for schools in England (Equality and Human Rights Commission, September 2023).
- 3.3 The following School policies, procedures and resource materials are relevant to this accessibility plan:
 - 3.3.1 Equal opportunities policy;
 - 3.3.2 Disability policy;

- 3.3.3 Learning Support Policy;
- 3.3.4 Risk assessment policy that includes pupil welfare
- 3.3.5 Health and safety policy;
- 3.3.6 RSE policy prep school;
- 3.3.7 RSE policy senior school;
- 3.3.8 Admissions policy;
- 3.3.9 Assisted places policy;
- 3.3.10 prospectus.

4 **Publication and availability**

- 4.1 This accessibility plan is published on the School website.
- 4.2 This accessibility plan is available in hard copy on request.
- 4.3 A copy of this accessibility plan is available for inspection from staff intranet during the School day.
- 4.4 This accessibility plan can be made available in large print or other accessible format if required.

5 **Definitions**

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 References to the **Proprietor** are references to the Governing Council.
 - 5.1.2 References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website.

6 **Responsibility statement and allocation of tasks**

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this accessibility plan.
- 6.2 To ensure the efficient discharge of its responsibilities under this accessibility plan, the Proprietor has allocated the following tasks:

| Task | Allocated to | When / frequency of review |
|---|-------------------------------|------------------------------------|
| Keeping the accessibility plan up to date and compliant with the law and best practice | Wayne Bishop | As required |
| Monitoring the implementation of this accessibility plan | Diane Coombs, Wayne Bishop | As required, and at least termly |
| Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to this accessibility plan | Diane Coombs, Wayne Bishop | As required, and at least annually |

| Task | Allocated to | When / frequency of review |
|----------------------|--------------|----------------------------|
| Formal annual review | Diane Coombs | Annually |

7 Increasing accessibility

7.1 The School plans, over time, to:

7.1.1 increase the extent to which disabled pupils can participate in the school's curriculum;

7.1.2 improve the physical environment of the School for the purpose of increasing the extent to which¹ disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school; and

7.1.3 improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

7.2 linked below are two action plans relating to the above. These will be reviewed as and when necessary. In preparing these action plans, the Proprietor has had regard to the need to allocate adequate resources for their implementation.

- Improving the physical environment of the school to increase the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided and offered by the school
- Please click here for the [Physical access audit recommendations, timelines and completed works](#)
- Increasing the extent to which disabled pupils can participate in the school curriculum
- Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled
- Please click here for the [Accessibility to the curriculum and information](#) recommendations.

7.3 There will be a full review of the accessibility plan within September 2025 when a new accessibility plan will be produced to cover the next three years.

8 Welcoming and preparing for disabled pupils

8.1 Where it is practicable to make reasonable adjustments to enable a prospective pupil to take up a place at the School and to satisfy the current admissions criteria, the School is committed to providing those reasonable adjustments.

8.2 Where the School agrees to provide additional services, such as learning support, charges may be made at a level that reasonably reflects the cost to the School of providing that service, unless such

¹ The delivery of such information will be made in a reasonable time and after taking into account disabled pupils' disabilities and preferences expressed by them and their parents

services are made as reasonable adjustments in accordance with the duty placed on schools by the Equality Act 2010 when such services may be provided as auxiliary aids and services.

- 8.3 In order to meet the needs of disabled pupils, the School requires full information. The School will ask all applicants for admission to the School to disclose whether they have received any learning support, have had an educational psychologist's report or have any disability or other condition of which the School should be aware.
- 8.4 In assessing the pupil or prospective pupil, the School may need to take advice and require assessments as appropriate. The School will be sensitive to any issues of confidentiality.

9 Training

- 9.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 9.2 The level and frequency of training depends on role of the individual member of staff.
- 9.3 The School maintains written records of all staff training.

10 Record keeping

- 10.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 10.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

11 Version control

| | |
|-----------------------------------|----------------|
| Date of adoption of this plan | April 2024 |
| Date of last review of this plan | December 2023 |
| Date for next review of this plan | September 2024 |
| Plan owner (SMT) | Bursar |
| Plan owner (Proprietor) | Bursar |