



# REIGATE GRAMMAR SCHOOL VIETNAM

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## Reasonable Adjustments

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# REIGATE GRAMMAR SCHOOL VIETNAM

## Introduction

Reigate Grammar School Vietnam is committed to treating its pupils and applicants fairly. In line with Equality, we endeavour to take reasonable steps to ensure that disabled persons (pupils, staff and applicants) are not put at a substantial disadvantage by comparison with those who are not disabled.

RGS Vietnam recognises that every child is unique. This policy does not therefore seek to cater for every situation. It is intended as a general statement of our policy which sets out the principles underlying our approach to making adjustments for disabled pupils and the factors the School will take into account when considering requests for adjustments.

## When does this arise?

We aim to make reasonable adjustments for pupils and applicants who are disabled when they are put at a substantial disadvantage compared with pupils and applicants who do not have disabilities. A pupil or applicant is disabled if (s)he suffers from a physical or mental impairment that has substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities. In most cases, disabilities will have lasted or be likely to last for 12 months or more.

## What is the scope of the duty?

RGS Vietnam seeks to ensure that disabled pupils and applicants are not put at a substantial disadvantage by making reasonable adjustments:

1. to our policies, criteria and practices (i.e. the way we do things); and
2. by providing auxiliary aids and services (i.e. additional support or assistance - which may bear an additional cost to the fee payer).

There is no standard definition of an auxiliary aid or service. Examples include:

- pieces of equipment;
- extra staff assistance;
- note-taking;
- audio-visual fire alarms;
- readers; and
- assistance with guiding.

## What is not covered?

We are not required to remove or alter physical features to comply with the duty to make reasonable adjustments for disabled pupils. Similarly, we do not need to provide auxiliary aids for personal purposes unconnected with the education and services provided by the School.

## Admissions entry tests

We are allowed to apply for an entry test, done independently by the applicant, and we do so as part of our Admissions process. If necessary, we make reasonable adjustments for disabled applicants sitting the entry test, such as, for example, allowing it to be completed on a computer rather than by hand. However, the pass mark for the test is not altered as this would not be a reasonable adjustment.



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## How do I request an adjustment?

RGS Vietnam will consider whether there is any adjustment it could make to overcome any substantial disadvantage suffered by a disabled applicant or pupil. However, we do not always think of all possible adjustments so we are happy to work with parents to think as creatively as possible about this matter.

If your child is disabled and you believe that (s)he is being put at a substantial disadvantage compared with pupils without disabilities and there is an adjustment that we could make which would overcome this, you may write to the Head of section setting out in full the adjustment and (if necessary) how the school could put this into practice.

## The School's response

In some cases, the School will be able to agree to and implement the requested adjustment as soon as possible. In particular, it is envisaged that where an adjustment satisfies the non-cost related criteria listed below, it will be approved and implemented speedily. In other cases, for example where the adjustment would be logistically difficult or more financially costly, we may need to consider in more detail how best to overcome the substantial disadvantage that the pupil or applicant is suffering and what measures it is reasonable for the school to take. In these cases, the school may seek input from teachers, other experts (such as doctors and/or educational psychologists), you and the child in question.

## How will the school decide whether an adjustment is reasonable?

When considering whether it would be reasonable to make the adjustment, the School will consider the following factors:

- whether it would overcome the substantial disadvantage the disabled child is suffering;
- the practicability of the adjustment;
- the effect of the disability on the pupil;
- the cost of the proposed adjustment;
- the school's resources;
- health and safety requirements;
- the need to maintain academic, musical, sporting and other standards; and
- the interests of other pupils (and potential pupils).

## Confidentiality

You (or your child if the school believes (s)he has sufficient understanding of the nature of the request) may request that the existence or nature of your child's disability be treated as confidential by the School. We will take any such request into account when considering whether an adjustment is reasonable.

## Outcome

Once the School has determined whether the relevant adjustment is reasonable, we will write to you, setting out the decision and the reasons.

## What can you do if you are not happy with the school's decision?

If you are not happy with the school's decision about the reasonableness of the adjustment, you may lodge a complaint using the school's Complaints & Grievances Procedure.

**This policy should be read in conjunction with the School's terms & conditions and all other School policies and procedures, in particular:**

- Admissions Policy



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- Inclusive Education Policy
- Assessment Policy
- Diversity & Equality Policy
- Accessibility Plan