



Reasonable Adjustment and Special Considerations Policy

1. Introduction

Ace London School is committed to providing equal access and fair treatment for all learners. This Reasonable Adjustment and Special Considerations Policy ensures compliance with the Equality Act 2010, the UK General Data Protection Regulation (UK GDPR), and guidance issued by Ofqual and other awarding bodies.

2. Purpose

The purpose of this policy is to outline procedures for making reasonable adjustments and considering special circumstances, so that learners with permanent or temporary difficulties are not unfairly disadvantaged during teaching, learning, or assessment.

3. Scope

This policy applies to all learners enrolled at Ace London School, and to all staff involved in supporting, assessing, or administering qualifications. It also applies to third-party providers where applicable.

4. Legal and Regulatory Framework

This policy is informed by the following UK legislation and guidance:

- Equality Act 2010
- UK GDPR and Data Protection Act 2018
- Ofqual's General Conditions of Recognition
- JCQ and awarding body regulations

5. Reasonable Adjustments

Reasonable adjustments are pre-planned changes to assessment arrangements to accommodate learners with disabilities or long-term conditions. These may include:

- Extra time
- Use of assistive technology
- Modified materials
- Alternative assessment formats

Requests must be supported by evidence and must not compromise the integrity of the qualification.





6. Special Considerations

Special considerations apply to temporary circumstances such as illness, injury, bereavement, or other unforeseen events at the time of assessment. These are considered on a case-by-case basis and may include:

- Mark adjustments
- Deferred assessment opportunities
- Extensions to deadlines

Learners must notify the school as soon as possible and provide appropriate supporting evidence.

7. Responsibilities

- Learners must inform the school promptly of any condition requiring support.
- Staff must ensure fair and consistent application of the policy.
- The Head of Centre is responsible for final decisions regarding adjustments and considerations.

8. Evidence Requirements

All requests must be supported by recent and relevant evidence, such as:

- Medical reports
- Educational psychologist assessments
- Official documents from relevant authorities

9. Confidentiality and Data Protection

All personal information will be handled in accordance with UK GDPR and the Data Protection Act 2018. Information will be shared only with relevant personnel on a need-to-know basis.

10. Appeals

Learners who disagree with a decision may appeal following the Ace London School Appeals Policy. Appeals must be submitted in writing within 10 working days of the decision.

11. Monitoring and Review

This policy is reviewed annually or when there are updates to relevant laws, regulations, or school procedures. Feedback from learners and staff will be used to improve practices and outcomes.

