



Reasonable Adjustment and Special Consideration Procedure

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1. Introduction

This Reasonable Adjustment and Special Consideration Procedure Policy outlines the principles and processes to be followed by New Bridge Alternative Education to ensure that all individuals, including students and employees, have equal opportunities and are treated fairly. Reasonable adjustments and special considerations are measures put in place to accommodate the diverse needs of individuals with disabilities, health conditions, or other extenuating circumstances.

2. Purpose

The purpose of this policy is to establish a framework that promotes inclusivity and fairness by providing reasonable adjustments to individuals with specific needs and offering special consideration to those facing unforeseen challenges. This policy aims to ensure that all individuals can participate fully and achieve their potential within the New Bridge Alternative Education community.

3. Definitions

3.1 Reasonable Adjustment:

A modification or adaptation made to policies, practices, procedures, or environments to ensure that individuals with disabilities or specific needs have equal opportunities to participate and succeed.

3.2 Special Consideration:

Provision for individuals facing temporary challenges or unforeseen circumstances, such as illness, personal crisis, or other compelling reasons, during assessment periods.

4. Principles

4.1 Equality:

All individuals are entitled to equal opportunities, and New Bridge Alternative Education is committed to fostering an inclusive environment.

4.2 Individualized Approach:

Reasonable adjustments and special considerations will be tailored to the specific needs of each individual.

4.3 Confidentiality:

Information regarding an individual's disability, health condition, or personal circumstances will be treated confidentially and disclosed only with the individual's explicit consent, except where required by law.

5. Reasonable Adjustment Procedure

5.1 Identification of Needs:

Individuals are encouraged to disclose their specific needs to the Curriculum Lead to initiate the reasonable adjustment process.

5.2 Assessment of Needs:

The Curriculum Lead] will work collaboratively with the individual to assess their needs and determine appropriate reasonable adjustments.

5.3 Implementation of Adjustments:

Upon approval, reasonable adjustments will be implemented promptly and communicated to relevant parties, ensuring the individual's participation in academic, professional, or other activities.

5.4 Review and Evaluation:

The effectiveness of reasonable adjustments will be regularly reviewed and adjusted based on the individual's evolving needs.

6. Special Consideration Procedure

6.1 Eligibility:

Individuals facing unforeseen challenges, such as illness, personal crisis, or other compelling reasons, may be eligible for special consideration.

6.2 Application Process

Individuals must submit a special consideration application along with supporting documentation to the Curriculum Lead within a specified timeframe.

6.3 Decision and Communication:

The Curriculum Lead will review applications, make decisions, and communicate outcomes to the individuals concerned in a timely manner.

6.4 Implementation of Special Consideration:

Approved special considerations will be implemented in a manner that is fair and consistent with the nature of the circumstance.

7. Responsibilities

7.1 Accessibility Officer

Responsible for receiving requests for reasonable adjustments, conducting assessments, and implementing appropriate measures.

7.2 Designated Committee/Individual:

Responsible for reviewing and deciding on special consideration applications.

7.3 Academic/Professional Staff

Collaborate with Curriculum Lead to implement reasonable adjustments and ensure fair treatment.

8. Training and Awareness

New Bridge Alternative Education will provide training to staff and raise awareness to ensure a comprehensive understanding of the Reasonable Adjustment and Special Consideration Policy.

9. Review and Amendments

This policy will be reviewed regularly to ensure its relevance and effectiveness. Amendments may be made as needed to address emerging needs or changes in legislation.

New Bridge Alternative Education is committed to creating an inclusive and accessible environment by implementing reasonable adjustments and providing special considerations. This policy aims to foster equal opportunities and support individuals in achieving their full potential within New Bridge Alternative Education .