



Ruskin College
Oxford

SUPPORT FOR STUDENTS WITH A DISABILITY POLICY

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Last Reviewed: -

Responsibility for Review: H&S Committee, SLT

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Support for Students with a Disability Policy

1. Introduction

Ruskin College is committed to equality of opportunity. We aim to provide a learning environment that is free from discrimination and to ensure that all students, staff and visitors are treated with dignity, respect and equality. We welcome applicants, regardless of circumstances and background and are committed to ensuring that every student has the opportunity to realise their potential.

We adopt a flexible and supportive approach and will work with students on an individual basis to help identify and address potential obstacles to study and assessment. We will make all reasonable adjustments to provide students with the support and facilities to address obstacles and enhance the learning experience, including where circumstances change during the course of your studies.

2. Background

Ruskin College provides residential adult learning to people of all ages and backgrounds, without the need for qualifications. For many Ruskin students, financial, personal or social obstacles have made it impossible for them to take educational chances earlier in their lives.

The College offers flexible Further Education, Higher Education, Access to HE and Apprenticeship programmes to help students into University, employment or to develop personal interests, helping transform the lives of adults who deserve a second chance in education.

3. Roles and Responsibilities

Every student's needs are different. We will therefore support students on an individual basis, with sensitivity and appropriately based on their unique circumstances.

Our Student Welfare Officer, in association with the Student Support team, provides professional advice and information to students and will help coordinate arrangements for applications and study. Our Student Welfare Officer is available on 01865 759600 or sma@ruskin.ac.uk.

Students should contact the College as early as possible about their circumstances (including a change of circumstances during study) so that we are able to organise suitable support and make any adjustments in good time so that their learning is not interrupted.

4. The Policy

4.1 Advice

The College offers advice on:

- choice of module(s) and/or programme of study
- study and assessment arrangements
- sources of support with coursework
- how to access learning needs assessment.

4.2 Letting the College know about circumstances

The College encourages students to declare their circumstances in full so that consideration can be given to how best to support them and the College can only act on information received.

The College treats any discussions regarding disability with sensitivity and confidentiality. Any information provided is only used to help assist students in their studies and is not made available to any other organisation without prior consent. In order for the College to consider evidence and put assessment adjustments in place, it will need to record and share some information regarding disability with certain members of staff.

Where students have a disability and suffer a worsening of condition during their studies, the College would ensure that appropriate action is taken to minimise disruption to their learning.

Where a student is undertaking a module or programme accredited by The Open University, they may apply for Mitigating Circumstances following discussion with the Student Services Manager. Students will need to have previously informed the College regarding the nature and circumstances of their disability.

4.3 Arrangements and timescales for module assessment

The College may be able to make adjustments to arrangements for module assessment. If students have a disability that affects their ability to perform reading and writing tasks, they will normally be entitled to additional time for assessments and coursework. Depending on individual circumstances, this may also include notifying marking bodies of information relevant to submitted work.

In order for appropriate adjustments to be made, the College will ask students to provide medical or other supportive evidence of their disability. This information would be used to determine what arrangements to make, such as how much additional time could be provided. For students with a Specific Learning Difficulty (SpLD) such as dyslexia, the College would request a copy of a diagnostic assessment report from an educational psychologist or other appropriately qualified independent professional.

This assessment will need to have been carried out from the age of 16 years old. The College can advise on how to organise an assessment and have also listed some sources of further information below. Once the College has received evidence, it will organise any appropriate adjustments to assessment arrangements and will write to the student to confirm this.

In order to be able to organise adjusted arrangements for assessment, the College will normally need to receive your evidence at least four weeks before coursework submission date. It is not possible to make retrospective arrangements for assessment, i.e. for deadlines that have already passed, unless students can show an exceptional, valid reason for not having declared this earlier.

4.4 The physical environment

The College campus is fully accessible to students with impaired mobility. Students can request further information about the accessibility options via the Student Services team.

4.5 Selected sources of further information regarding disability

Disability Rights UK: www.disabilityrightsuk.org

Dyslexia Action: www.dyslexiaaction.org.uk

British Dyslexia Association: www.bdadyslexia.org.uk

4.6 Financial help

Students may be eligible for a Disabled Students' Allowance (DSA) and the Student Welfare Adviser can help with this process. The DSA is a public grant available to meet certain additional costs of higher education study arising from disability, a medical condition or a Specific Learning Difficulty. More information about DSA is available at <https://www.gov.uk/disabled-students-allowances-dsas>.

4.7 How and when to get help and advice

Students should get in touch with the College as soon as possible to discuss their circumstances and learning needs, ideally before registering for a module or programme or as soon as possible after a change in your circumstances. This will provide sufficient time to consider support need and to make any necessary arrangements prior to your learning.

How we provide support to students with a disability:

