



Policy:	Disability Service Policy
Date of approval:	March 2026
Effective date:	April 2026
Next review date:	March 2027

1. Purpose

Kingsford Education Group (KEG) is committed to creating an inclusive learning environment in which all students, including those with disabilities, long-term health conditions, and specific learning difficulties, are supported to achieve their full academic potential.

The purpose of this policy is to establish a clear framework for the identification, support, and inclusion of students with disabilities. KEG aims to ensure that all students are provided with equitable access to learning, assessment, and support services.

This policy supports KEG's commitment to equality, diversity, and inclusion and ensures compliance with the Equality Act 2010, which requires institutions to make reasonable adjustments to prevent disadvantage to disabled students.

2. Scope

This policy applies to all prospective and enrolled students at Kingsford Education Group (KEG), regardless of mode or level of study.

It applies to all academic programmes, learning activities, and support services, and to all staff involved in teaching, student support, and administration.

3. Principles

KEG is committed to ensuring that all students are treated with dignity, respect, and fairness. Students with disabilities will not be disadvantaged in accessing education, and reasonable adjustments will be made to remove barriers to learning and assessment.

Confidentiality will be maintained in all matters relating to disability, and students will be encouraged to disclose disabilities in a supportive and non-judgemental environment.

KEG adopts a proactive approach, recognising that early identification and support are essential for student success.

4. Definition of Disability

A disability is defined in accordance with the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

This includes a wide range of conditions such as long-term medical conditions, mobility impairments, sensory impairments, mental health conditions, specific learning difficulties, and autism spectrum conditions.

5. Disclosure and Confidentiality

Students are encouraged to disclose any disability or learning difficulty as early as possible, preferably at the application or enrolment stage.

Disclosure enables KEG to assess individual needs and implement appropriate support.

All information disclosed will be treated as confidential and will only be shared with relevant staff on a need-to-know basis and with the student's consent, in line with data protection requirements.

6. Support Provision

KEG provides a range of support services tailored to individual needs. Support is designed to remove barriers to learning and enable students to participate fully in their programme.

Reasonable adjustments to study may include provision of learning materials in advance, permission to record sessions, access to academic support services, and adjustments to the learning environment.

Reasonable adjustments to assessment may include additional time, deadline extensions, alternative assessment arrangements, and the use of assistive technology.

All support arrangements will be agreed on a case-by-case basis.

7. Disabled Students' Allowance (DSA)

Eligible students may apply for Disabled Students' Allowance (DSA), which provides additional financial support for study-related needs.

This may include specialist equipment, one-to-one support, travel assistance, and study-related consumables.

KEG will support students in accessing DSA and provide guidance throughout the application process.

8. Evidence Requirements

Students requesting support are required to provide appropriate evidence of their condition.

This may include medical documentation or diagnostic reports from qualified professionals.

Evidence must be current, relevant, and clearly indicate the impact of the condition.

9. Support for Undiagnosed Conditions

Students who believe they may have a disability or learning difficulty but do not yet have a diagnosis are encouraged to seek support.

KEG will provide guidance on obtaining appropriate assessment and may offer interim support where possible.

10. Roles and Responsibilities

Students are responsible for disclosing their needs, providing evidence, and engaging with agreed support arrangements.

- Academic staff are responsible for implementing reasonable adjustments and supporting inclusive teaching practices.
- Student Services and Disability Support staff are responsible for assessing needs, coordinating support, and maintaining confidential records.
- Kingsford Education Group (KEG) is responsible for ensuring compliance with legal obligations and maintaining an inclusive and supportive learning environment.

11. Equality and Inclusion

KEG is committed to ensuring that no student is disadvantaged on the basis of disability.

All reasonable steps will be taken to remove barriers to participation and ensure equal access to education.