

# Student Reasonable Adjustments Policy

## Guidance for students

This guidance has been written to support you to understand how reasonable adjustments work here at City St George's. You can find the full [Student Reasonable Adjustments Policy to which this guidance relates here](#).

The University has legal and ethical responsibilities to remove the barriers you may face because of a disability or long-term health condition. We have a duty to anticipate challenges and remove barriers through the development of inclusive practices, the adoption of universal design principles, and the creation of accessible systems, processes, and services. Where these do not remove the barriers that present to you as an individual, we have a responsibility to make **reasonable adjustments**.

A reasonable adjustment is a modification intended to ensure you are not disadvantaged in relation to your non-disabled peers.

All staff have a duty to act on any information shared with them relating to a student's needs, including a responsibility to provide reasonable adjustments. Some adjustments can be made locally, within your school, so you may wish to alert teaching staff, your personal tutor, or your school's welfare officer of your needs. In most cases, these will need to be formalised and documented in a Student Support Plan/ Learner Support Plan to ensure that your adjustments are applied consistently, and appropriately.

## Student Support Plans (SSPs)/ Learner Support Plans (LSPs)

An SSP/ LSP is a legally binding document and details our obligations and our commitment to you ([example SSP here](#)).

You should begin the process of getting an SSP/ LSP in place as soon as possible. Delaying contacting us can impact the reasonable adjustments we are able to provide. We work with prospective students and applicants, as well as current students, to ensure reasonable adjustments are in place as early as possible. Reasonable adjustments for exams are subject to deadlines which can be found [here](#).

## How to get an SSP (Clerkenwell/ Moorgate students)

1. Complete the [Student Health & Wellbeing e-Referral](#). This is an opportunity for you to share what you are looking to access through the service. You can attach supporting evidence to your e-Referral, or send this to [wellbeing@citystgeorges.ac.uk](mailto:wellbeing@citystgeorges.ac.uk)
2. We will contact you, typically within 48 hours. At this point we may:
  - a. ask for [evidence](#) relating to your request for reasonable adjustments
  - b. signpost you to other internal and external support

- c. share with you and your school your [initial Student Support Plan](#) and/or invite you to book an appointment with one of our services to discuss your adjustments further.
3. Once your SSP has been created, it will be shared with individuals at City St George's who need access to it to ensure your reasonable adjustments are put in place. You can find our confidentiality statement on the last page of the Student Health & Wellbeing e-Referral and [here](#). Further information on how we process your personal information can be found in the [Privacy Notice for students](#)

## Reviewing your SSP

1. Update your e-Referral or contact [wellbeing@citystgeorges.ac.uk](mailto:wellbeing@citystgeorges.ac.uk)
2. We may:
  - a. implement your requested changes by updating your SSP
  - b. ask for additional evidence from you to support your request
  - c. invite you to book an appointment with an adviser to discuss your request further

## How to get an LSP (Tooting students)

1. Complete our [online registration form](#). This is an opportunity for you to tell us more about your needs and share what you are looking to access through the service, as well as give us consent to share your LSP. You can email any supporting documents to [disability@sgul.ac.uk](mailto:disability@sgul.ac.uk)
2. We will contact you within 5 working days of receiving your completed registration. At this point we may:
  - a. ask for [evidence](#) relating to your request for reasonable adjustments
  - b. signpost you to other internal and external support
  - c. share with you and your school your initial Learner Support Plan and/or invite you to book an appointment with the Disability Adviser to discuss your adjustments further.
3. Once your LSP has been created, if you have given us your consent during registration, it will be shared with individuals at City St George's who need access to it to ensure your reasonable adjustments are put in place. You can find details about information sharing across the Tooting campus on the [university website](#). Further information on how we process your personal information can be found in the [Privacy Notice for students](#)

## Reviewing your LSP

1. Contact [disability@sgul.ac.uk](mailto:disability@sgul.ac.uk)
2. We may:
  - d. implement your requested changes by updating your LSP
  - e. ask for additional evidence from you to support your request
  - f. invite you to book an appointment with an adviser to discuss your request further

## Examples of reasonable adjustments:

Adjustments which might be made locally, without input from Student Health & Wellbeing/ the Disability Service:

- Rest breaks in class
- Allowance for needing to leave a class
- Provision of guided reading lists
- Provision of accessible materials

Adjustments which require input from Student Health & Wellbeing/ the Disability Service

- Extra time for exams and in-class tests
- Rest breaks in exams
- A human note taker
- Speech-to-text software
- Coursework extensions

## Evidence in support of your request for reasonable adjustments

We may ask you to provide evidence when you request reasonable adjustments for a disability, long-term health condition, mental health condition, or neurodivergence (see our [Supporting Information for Reasonable Adjustments](#)). If you do not yet have evidence relating to your request for reasonable adjustments, you should contact Student Health & Wellbeing/the Disability Service anyway who can advise you on what may be required, and the steps you can take to obtain this.

If you think you may be neurodivergent (i.e. autistic, dyslexic, dyspraxic, or have ADHD), Student Health & Wellbeing/ the Disability Service offers a screening service and, where appropriate following a screening, referral to an educational psychologist for diagnostic assessment.