

SEND & REASONABLE ADJUSTMENTS POLICY

Effective 1 September 2026 | Review date: September 2027

Organisation	The Community Schools CIC
Company number	14658587
Registered office	Office 211, Epicentre, Enterprise Way, Withersfield, Haverhill, England CB9 7LR
Policy owner	Claire Meadows-Smith - Principal
Safeguarding leads	DSL: Hayley Coull Deputy DSL: Claire Meadows-Smith
Tutors' Association	Corporate Member CO 306

The Community Schools CIC is committed to inclusive tutoring and to removing or reducing avoidable barriers for disabled students and students with special educational needs and disabilities (SEND). This policy should be read with our Equality, Diversity and Equal Opportunities Policy, Safeguarding Policy, Student Behaviour Code, Privacy Policy and Health & Safety Policy.

1. Principles

- Students should be treated with dignity, respect and high expectations.
- Support should focus on the individual student's needs rather than assumptions based on a diagnosis or label.
- We will consider reasonable adjustments for disabled students and reasonable practical adaptations for students with SEND.
- Parents/carers and, where appropriate, students should be involved in identifying useful adjustments.
- Safeguarding standards apply equally to disabled students and students with SEND, who may face additional barriers to recognising or reporting harm.

2. Information from parents/carers and schools

Parents/carers should provide information reasonably necessary for safe and effective tuition, including relevant SEND, disability, medical, communication or access needs. Where tuition is commissioned by a school, relevant information may also be shared by the school in accordance with applicable data-protection and safeguarding requirements.

3. Identifying barriers

Tutors should remain alert to barriers affecting access, participation or learning. Tutors do not diagnose SEND. Where a tutor identifies a concern, they should record relevant educational observations and discuss the matter through appropriate Community Schools channels so that the parent/carer or commissioning school can be involved.

4. Reasonable adjustments

Where the Equality Act 2010 duty applies, The Community Schools CIC will take reasonable steps to avoid disabled students being placed at a substantial disadvantage. What is reasonable will depend on the student's needs, effectiveness of the adjustment, practicability, cost, resources, health and safety, safeguarding and the nature of the service.

Possible adjustments may include:

- changes to seating, room layout, lighting or positioning;
- additional processing time, planned breaks or adjusted pace;
- clearer written instructions, visual prompts or chunked tasks;
- accessible formats, enlarged materials or use of appropriate assistive technology;
- changes to communication style or the way instructions are presented;
- an appropriate online rather than in-person arrangement, or vice versa, where suitable;
- reasonable changes to behaviour-support approaches where behaviour is related to disability or SEND.

5. What we cannot guarantee

We will consider requests carefully but cannot guarantee that every requested adjustment can be provided in every venue, group or tutoring arrangement. Where a requested adjustment is not reasonable or practicable, we will explain this and consider reasonable alternatives where possible.

6. Behaviour, attendance and safeguarding

SEND or disability will be considered when responding to behaviour, attendance or participation concerns. This does not mean unsafe or seriously harmful behaviour must be accepted. Any response should be proportionate, child-centred and consider reasonable adjustments and safeguarding needs.

7. Confidentiality and data protection

SEND, disability and health information will be handled in accordance with our Privacy Policy. It will be shared only where there is a lawful and legitimate need, including with the allocated tutor where necessary to support the student safely and effectively.

8. Concerns and complaints

Parents/carers are encouraged to raise adjustment needs or concerns promptly with The Community Schools administration team. Concerns about discrimination or failure to make reasonable adjustments may be raised under our Complaints Procedure. Safeguarding concerns must follow safeguarding procedures.

9. Training and review

Tutors are expected to use their professional teaching judgement and undertake relevant training or guidance provided by The Community Schools CIC. This policy will be reviewed at least annually and sooner where legislation, guidance or organisational arrangements materially change.