



Accessibility Policy

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Our Christian Ethos and Values

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as “the Trust”), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation it sets out the responsibilities of the Trust, its Executive Officers, the Local Governance Committee and the Principal / Headteacher. The Principal / Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust’s policies.

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1. Legal framework

1.1 This policy has due regard to statutory legislation including, but not limited to, the following:

- United Nations Convention on the Rights of the Child
- United Nations Convention on the Rights of Persons with Disabilities
- Human Rights Act 1998
- Special Educational Needs and Disability Regulations 2014
- Education and Inspections Act 2006
- Equality Act 2010
- The Education Act 1996
- The Children and Families Act 2014
- Equality Act 2010 (Specific Duties) Regulations 2011
- DfE (2014) 'The Equality Act 2010 and schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'

1.2 This policy will be used in conjunction with the following school policies and procedures:

- Equality and Diversity Policy
- Admissions Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-Bullying Policy
- Curriculum Policy
- Health and Safety Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Data Protection Policy

1.3 This policy seeks to further the aims of our Trust Vision by continuing to improve access to education for disabled children and young people in three key areas:

- increasing the extent to which disabled children and young people can participate in the full curriculum offered by the Academy;
- continuing to improve the physical environment to increase the extent to which disabled children and young people can participate in all aspects of education and associated opportunities provided by the Academy;
- focusing on how we deliver information to pupils/students, parents/carers and visitors with disabilities, to improve accessibility for all.

2. Definition (Equality Act 2010)

2.1 *"A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities"*

- 2.2 Someone has an 'impairment' if any of their physical or mental abilities are reduced in some way.
- 2.3 A 'substantial adverse effect' means more than just a minor impact on the child or young person's life or how they can do certain things.
- 2.4 'Long-term' means either:
- it will affect them or is likely to affect them for at least 12 months
 - it's likely to last for the rest of their life.
- 2.5 The [SEND Code of Practice 2015](#) summarises the Equality Act duty and says schools must:
- not directly or indirectly discriminate against, harass or victimise disabled children and young people
 - make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory – it requires thought to be given in advance to what disabled children and young people might require and what adjustments might need to be made to prevent that disadvantage.

3. Reasonable Adjustments

- 3.1 We will take reasonable steps to ensure inclusion so that pupils/students with disabilities are not disadvantaged in comparison to those without disabilities. This may mean changing the way we work, providing additional resources and removing physical or other barriers where practicable.

This may include:

- providing additional support
 - providing adapted equipment
 - implementing assistive technology
 - making environmental adaptations
- 3.2 The extent to which adjustments are considered to be reasonable will be dependent upon a range of contextual factors including:
- The resources the Academy has and the availability of financial or other assistance
 - The financial and other costs of making the adjustment
 - The extent to which taking any particular step would be effective in overcoming the substantial disadvantage suffered by a disabled pupil/student
 - The practicability of the adjustment
 - The effect of the disability on the individual
 - Health and Safety requirements
 - The need to maintain academic, musical, sporting and other standards
 - The interests of other pupils/students and prospective pupils/students

4. Roles and Responsibilities

- 4.1 Staff members will act in accordance with the Academy's Accessibility Policy and Accessibility Plan at all times.
- 4.2 The Headteacher/Principal will create an Accessibility Plan with the intention of improving the Academy's accessibility.
- 4.3 The Accessibility Plan will be monitored annually by the Headteacher, or their representative, in line with Appendix 2.
- 4.4 All staff members are responsible for ensuring that their actions do not discriminate against any pupil/student, parent/carer or colleague.
- 4.5 The Headteacher/Principal will ensure that staff members are aware of individual pupils'/students' disabilities or medical conditions where necessary.
- 4.6 As part of a new pupil's/student's induction at the Academy, families will be asked to identify whether the pupil/student has any disabilities or medical conditions which the academy should be aware of.
- 4.7 The Headteacher/Principal is responsible for consulting with relevant and reputable experts if challenging situations regarding pupils/students with disabilities are experienced.
- 4.8 The Headteacher/Principal and Senior Leadership Team (SLT) will work closely with the Trust, the [Local Authority Accessibility Strategy](#) and external agencies to effectively create and implement the academy's Accessibility Plan.
- 4.9. The Special Educational Needs and Disabilities Co-ordinator (SENDCo) will work closely with the Headteacher/Principal to ensure that pupils/students with special educational needs and disabilities (SEND) are appropriately supported.
- 4.10 Staff members will partake in training on inclusion and equality, with reference to the Equality Act 2010.
- 4.11 Designated staff members will be trained to effectively support pupils/students with medical conditions as necessary (e.g. understanding how to administer insulin).

5. Accessibility Plan

- 5.1 The Accessibility Plan will complement and support the Academy's Equality and Diversity Policy as well as the Special Educational Needs and Disabilities Policy.
- 5.2 The Inclusion & Provision Self-Evaluation Framework (IPSEF), Norfolk Accessibility Self-Evaluation Framework (NASEF) and/or Trust Health & Safety audits will be used to inform priority areas for Accessibility Planning.

- 5.3 The Academy's Accessibility Plan will demonstrate how access will be improved for pupils/students with disabilities, staff, parents/carers and visitors to the academy within a given timeframe.
- 5.4 The Accessibility Plan will be used to advise other academy planning documents and will be reported upon annually in respect of progress and outcomes.
- 5.5 If it is not feasible to undertake all of the plans/works during the lifespan of the Accessibility Plan, some items will roll forward into subsequent plans.
- 5.6 Both the Accessibility Policy and Accessibility Plan will be published on the Academy's website.
- 5.7 The Academy will collaborate with the Trust and Local Authority in order to effectively develop and implement an appropriate Accessibility Plan.
- 5.8 During Ofsted inspections, the inspectorate may include the academy's Accessibility Plan as part of their review.

6. Equal Opportunities

- 6.1 The Academy strives to ensure that all existing and potential pupils/students are given the same opportunities.
- 6.2 The Academy is committed to developing a culture of inclusion, support and awareness.
- 6.3 Staff members will be aware of any pupils/students who are at a substantial disadvantage and will take the appropriate steps to ensure the pupil/student is effectively supported.
- 6.4 The Accessibility Plan will detail any barriers which are hindering the opportunities for pupils/students with SEND. The aim of the plan is to take appropriate measures in order to overcome these barriers, providing all pupils/students with equal opportunities.
- 6.5 Wherever possible, teaching staff will adapt their lesson plans and the curriculum in order to allow all pupils/students to reach their full potential and achieve success.
- 6.6 The Academy will ensure that all extracurricular activities are accessible to all pupils/students. The academy will make all reasonable adjustments to allow pupils/students with SEND to participate in all academy activities on offer, including extra-curricular activities such as visits/trips.

7. Admissions

- 7.1 The Academy will act in accordance with the Admissions Policy.

- 7.2 The Academy will apply the same entry criteria to all pupils/students and potential pupil/students.
- 7.3 Where appropriate, prospective parents/carers of pupils/students, with EHCPs and SEND, will be invited to a transition meeting prior to the pupil/student starting the Academy in order to discuss the pupil/student's specific needs.

8. Curriculum

- 8.1 The Academy is committed to providing a healthy environment that enables full curriculum access, which values and includes all pupils/students regardless of their education, physical, sensory, social, spiritual and emotional needs.
- 8.2 No pupil is excluded from any aspect of the school curriculum due to their disabilities or impairments.
- 8.3 Through high-quality, adaptive teaching, the Academy aims to provide a curriculum which enables all pupils/students to feel secure and to make progress.
- 8.4 There are established procedures for the identification and support of pupils/students with SEND in place at the Academy.
- 8.5 Detailed information on pupils/students with SEND will be shared with relevant staff in order to aid planning and teaching, e.g. SEND Support Plans.
- 8.6 Where they have one, the class teacher and/or head of department/leader for each subject, with guidance from the SENDCo, will adapt a pupil/student's Assess, Plan, Do, Review (APDR) plan, to help overcome and remove barriers to achievement.
- 8.7 Where target setting is not appropriate for a pupil/student (e.g. due to physical disability) a Reasonable Adjustments Plan (RAP) may be used to identify the provision and adjustments needed. This may be in addition to or instead of an APDR plan.
- 8.8 Practical lessons such as PE, Music, DT and Art, will be adapted appropriately, to allow pupils/students with physical disabilities to participate in lessons.
- 8.9 Where specific areas of the curriculum present particular challenges for a pupil/student, these will be dealt with on an individual basis.
- 8.10 The class or subject teacher, in discussion with the pupil/student and their parents/carers, will ensure that all adjustments necessary, in line with common sense and practical application, will be made for any particular disability or impairment.

9. Physical Environment

- 9.1 The Academy is committed to ensuring that all pupils/students, staff members, parents/carers and visitors have equal access to all areas and facilities within the academy premises.
- 9.2 The academy has toilet facilities suitable for people with disabilities.
- 9.3 There are provisions for nappy changing and intimate care.
- 9.4 Where entrances to the academy are not flat, a ramp is supplied for access.
- 9.5 The Headteacher/Principal will seek appropriate guidance and support from the Trust, where specific environmental adaptations or changes are needed to support pupils' accessibility needs.

10. Information

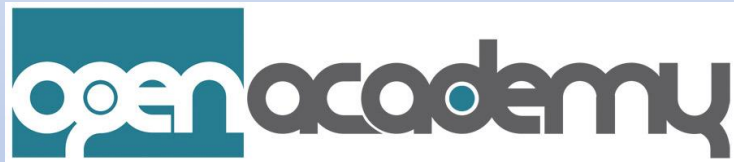
- 10.1 The Academy will provide all essential information to pupils/students and parents/carers in accessible formats to ensure equitable understanding and engagement for all families. This may include, but is not limited to:
 - Dual-coded materials
 - Reduced jargon or provision of jargon busters
 - Simplified layouts
 - Range of communication methods e.g. text, email, in-person
 - Enabled accessibility features
- 10.2 Staff will respond to individual communication needs by consulting with parents/carers and ensuring that information such as Progress Reports, Newsletters and event details are shared in ways that accommodate parent/carer language, literacy and sensory requirements (e.g. by providing hard-copies of documents upon request, emailing documents so accessibility features can be applied, providing dual-language resources, etc.).
- 10.3 The Academy will foster a culture of respectful communication by working in partnership with families to ensure that information is shared in a timely, appropriate and accessible manner.
- 10.4 Parent/carer and pupil/student voice will be gathered through a variety of methods and used to inform Accessibility Planning.

11. Policy Monitoring and Review

- 11.1 This policy will be reviewed on a three-year basis or when new legislation/guidance concerning equality and disability is published.
- 11.2 The Headteacher/Principal will review the Accessibility Plan (Appendix 1) in collaboration with the SENDCo.

Appendix A Accessibility Action Plan template

OPEN ACADEMY



ACCESSIBILITY PLAN

2025-2028

This plan sets out how The Academy will increase access to education for disabled pupils in three key areas: Increasing access to the curriculum for all; Improving the environment for all; improving how we deliver information to all parents and carers

1. The Purpose of this Plan

This plan sets out how The Academy will increase access to education for disabled pupils in three key areas:

- a) increasing the extent to which disabled pupils can participate in the academy curriculum;
- b) improving the environment of the academy to increase the extent to which disabled pupils can take advantage of education and associated services;
- c) focusing on how we deliver information, which is often only provided in writing to improve accessibility for all including disabled parents.

Our school accessibility plan will be reviewed every three years and reported on annually.

2. What does accessibility and inclusion mean for our academy?

We are committed to providing an academy that can be accessed, understood and used to the greatest extent possible by all people regardless of their ability or disability.

When reviewing or redesigning our academy environment (such as our buildings, technology, information, communication or culture) we will be guided by the following:

- (a) Provide the same means of use to enable access for all users: identical whenever possible; equivalent when not
- (b) Avoid segregating or stigmatizing any users
- (c) Provisions for privacy, security and safety shall be equally available to all users
- (d) Ensure dignity in use for all users.

3. Definition of disability

The definition of disability is set out in the Equality Act 2010, Part 6:

‘A physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities’.

Reasonable adjustments for disabled people

Where something the school does places a disabled person at a substantial disadvantage compared to a non-disabled person, we will take all reasonable steps to try to avoid that disadvantage. This may mean changing the way we work, providing extra equipment or removing physical or other barriers.

4. Information about our academy

You can find out about our academy on our website: www.open-academy.org.uk

5 What we have in place to make our academy accessible

Open Academy is a modern building constructed in 2010 and was therefore fully DDA compliant in line with guidance at that time. All classrooms are fully accessible to all students with height adjustable furniture and other aids available to ensure students are able to fully participate in the curriculum. Shower facilities and an accessible toilet are also available. Where a situation presents itself that may not have been present before the accessibility plan is reviewed to ensure issues can be addressed.

6 Challenges to accessibility that we want to address

- Improve safety for visually impaired students.
- Improve communication with families where English is not their first language, translating written communications and offering translators in meetings.

The actions below will be a summary of the things you decide to do as an academy community to help address the above challenges to accessibility.

Action Plan

	What we are doing	What will it mean for students	Who is responsible for achieving it	When it will be achieved
1	Improved accessibility for visually impaired students through high visibility markings on stairs and kerbs to highlight changes in elevation	This should assist students who are partially sighted to navigate possible hazards	Principal/Business Manager	September 2025
2	Constant curriculum review cycles on a termly basis allowing monitoring of barriers to accessibility to learning which may arise	All students have access to all the curriculum	SLT	Ongoing
3	Introduce translation of information documents for families where language is a barrier	Parents will have full access to communications from the Academy and able to support their child in their education	Business Manager	Ongoing as required depending on language barrier

