



**Leeds English  
Language School**  
Effective Learning

## **Students with special educational needs, learning difficulties and disabilities policy**

Leeds English Language School accepts that many countries may use different criteria to assess students with special needs or learning difficulties. This may result in a student arriving without the school having any knowledge of a student's needs. All applicants are asked to declare any known special needs, learning difficulties and/or disabilities as part of their application by completing our medical form. Students who do not declare their disability or learning needs, and for whom the school believes it is unable to cater adequately, may be asked to leave the school with a full refund of fees minus an administration fee.

Currently, the school has some limited wheelchair access and disabled toilet facilities. However, where the school feels that it is unable to cater adequately for a student's needs, it reserves the right to refuse admission.

The school treats all declared special needs on a case by case basis through discussions between the management team and director. The school reserves the right to assess the needs of each student and make a judgement about the ability of the school to meet those needs. Students who have been accepted and do have special needs or a disability will have a personal emergency and study needs plan. This will be put in place after discussion with the student on their first day. This will be recorded, added to the student file and the relevant information will be shared with the class teacher and welfare staff.

### **Trips and activities**

Students will be risk assessed before being allowed to take part in activities organised by the school. Attendance at these events and activities will depend on the type of activity, the location, the travel arrangements and the staff/student ratio.