The English Language Centre
BRIGHTON / EASTBOURNE

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Policy on Admission for Students with Disabilities or Special Educational Needs

Introduction

Our courses and teaching are designed to provide effective training for students who need English for their work, study or travel. As a charitable educational foundation, The English Language Centre exists to give all of our students the best teaching and learning facilities we can. We are committed to providing students with excellent courses in a warm, friendly and professional environment, as well as caring for every aspect of their stay. We understand that everyone is unique with different needs and different goals. From their first contact with us, we aim to provide individual attention in order to help them achieve their goals.

The English Language Centre welcomes students from all over the world who come from a wide variety of backgrounds.

1. **Principles and procedures**

1.1 The school is committed to equality of opportunity and will endeavour to make reasonable adjustments and provide reasonable support to students who declare a learning difficulty or disability.

1.2 The school requests that any student with specific learning requirements, special needs or physical disability declare them at the application stage. The school will then deal with all such applications:
- fairly, compassionately and realistically
- on a case by case basis

1.3 The school will deliver special provision wherever reasonably possible.

1.4 The school buildings are more than 100 years old, over several floors, without lifts. There is some limited wheelchair access and disabled toilet facilities. Where the school does not feel it has the resources or expertise to accommodate a student's special needs with reasonable adjustment, the school reserves the right to refuse admission.

1.5 If a special need or disability is not declared at the time of booking but is identified after arrival at the school, the school will discuss special provision as appropriate with the student and/or his/her parents or sponsor. If it becomes clear that the school cannot adequately deal with the student's specific needs, the school will work with the student to find a more appropriate provider in the UK or to make arrangements for the student to return home.

1.6 In its future planning, the school will consider disability issues and make reasonable adjustments where possible.

Links to other Policies and documents: Data Protection Policy
Health & Safety Policy
Student Charter
Terms & Conditions of Enrolment

Policy reviewed January 2019 – Phil Hopkins, Chief Executive

Accredited by the BRITISH COUNCIL for the teaching of English in the UK
MEMBER ENGLISH UK
Quality English
BUSINESS ENGLISH UK
IALC International Association of Language Centres
THE ENGLISH NETWORK
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