

A photograph of three people in a collaborative setting. A man with glasses and a grey polo shirt is smiling and looking at a laptop screen. A woman with curly hair is leaning over his shoulder, looking at the screen. Another woman with long blonde hair is in the foreground, also looking at the screen. The background is a bright, modern office space with a white wall and a blue pendant light.

REASONABLE ADJUSTMENTS POLICY FOR LEARNERS AND APPRENTICES

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1. Introduction

Kingdom Academy is committed to ensuring that learners and apprentices are able to access learning, training and assessment fairly and without unnecessary barriers.

Reasonable adjustments are one of the ways Kingdom Academy supports learners who have a disability, learning difficulty or additional need that affects their ability to engage fully with learning or assessment.

This policy sets out how reasonable adjustments are identified, agreed and reviewed for learners and apprentices.

2. Related Policies

This policy should be read in conjunction with:

- Equality, Diversity and Inclusion Policy for Learners
- Apprentice Support Policy
- Support for Disabled Apprentices Policy
- SEND Policy
- ASN Policy
- Data Protection and Confidentiality Policy

3. Legislative Context

This policy is developed in line with the Equality Act 2010.

Under the Equality Act 2010, education and training providers have a duty to make reasonable adjustments to prevent disabled learners from being placed at a substantial disadvantage compared to non disabled learners.

Kingdom Academy recognises its responsibilities under this legislation and is committed to meeting these duties in a fair, proportionate and consistent way.

4. Purpose

The purpose of this policy is to:

- Explain what reasonable adjustments are
- Set out how learners can access reasonable adjustments
- Ensure adjustments are agreed fairly and consistently
- Support access, participation and achievement
- Clarify roles and responsibilities

5. Scope

This policy applies to:

- All learners and apprentices enrolled with Kingdom Academy
- All learning, assessment and training activities
- All learning environments, including workplace, online and face to face delivery

This policy applies to learners only and does not cover staff support.

6. What Are Reasonable Adjustments

Reasonable adjustments are changes or support put in place to remove barriers to learning or assessment caused by a disability, learning difficulty or additional need.

Adjustments are designed to:

- Remove disadvantage
- Support access and participation
- Enable learners to demonstrate their knowledge and skills

Reasonable adjustments do not lower standards or change learning outcomes

7. When Reasonable Adjustments May Be Needed

Reasonable adjustments may be appropriate where a learner:

- Has a disability or long term health condition
- Has a learning difficulty or difference
- Experiences barriers that affect access to learning or assessment

Support needs may be identified at any point during a learner's programme and may change over time.

Learners are not expected to self diagnose or provide evidence before discussing support.

8. The Official Kingdom Academy Support Route

Reasonable adjustments are agreed through Kingdom Academy's official **Additional Learning Needs support route**.

This process may include:

- An initial conversation with a tutor, assessor or support contact
- A meeting with an ALN specialist
- Discussion of support needs and possible adjustments
- Agreement of reasonable adjustments
- Documentation of agreed support, where appropriate
- Ongoing review of adjustments

This process ensures that reasonable adjustments are fair, appropriate and consistently applied.

9. Agreeing and Reviewing Reasonable Adjustments

Reasonable adjustments are:

- Agreed in collaboration with the learner
- Tailored to individual needs
- Reviewed regularly to ensure they remain effective

Adjustments may be updated where:

- Circumstances change
- Learning or assessment requirements change
- Adjustments are not having the intended impact

Learners are encouraged to raise concerns if adjustments are not working.

10. Working with Employers

Where learning takes place in the workplace, Kingdom Academy works with employers to support reasonable adjustments.

This may include:

- Discussing adjustments that affect workplace learning
- Supporting communication between the learner and employer
- Respecting confidentiality and learner consent

Information is shared with employers only where necessary and with the learner's knowledge.

11. Learner Responsibilities

Learners are encouraged to:

- Engage with discussions about support
- Share information where comfortable
- Participate in reviews of adjustments
- Follow agreed processes and guidance

Kingdom Academy supports learners to develop independence alongside appropriate adjustments.

12. Roles and Responsibilities

Kingdom Academy is responsible for:

- Providing a clear and structured process for reasonable adjustments
- Ensuring staff understand their responsibilities
- Monitoring the effectiveness of adjustments

Tutors, assessors and support staff are responsible for:

- Identifying potential barriers
- Referring learners to the ALN support route where appropriate
- Implementing agreed adjustments

13. Confidentiality and Data Protection

Information relating to reasonable adjustments or support needs is handled sensitively and in line with Kingdom Academy's Data Protection and Confidentiality Policy.

Information is shared only where necessary to provide appropriate support.

14. Review and Monitoring

This policy is reviewed regularly to ensure it remains effective, inclusive and aligned with legislation and best practice.

Policy last updated: Jan 2026

Review frequency: Annually, or sooner if required due to changes in legislation, guidance or operational practice