



SUPPORT FOR DISABLED APPRENTICES POLICY

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1. Introduction

Kingdom Academy is committed to supporting disabled apprentices to access learning, training and assessment on a fair and equitable basis.

We recognise that disability can be visible or invisible, permanent or fluctuating, and that barriers may arise in different ways across learning, work and assessment environments. This policy sets out how Kingdom Academy supports disabled apprentices and removes barriers wherever possible.

2. Related Policies

This policy should be read in conjunction with:

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

3. Purpose

The purpose of this policy is to:

- Explain how Kingdom Academy supports disabled apprentices
- Promote equality of opportunity and access to learning
- Ensure reasonable adjustments are agreed fairly and consistently
- Support progression, achievement and independence
- Clarify roles and responsibilities

4. Scope

This policy applies to:

- All disabled apprentices enrolled with Kingdom Academy
- All apprenticeship programmes delivered by Kingdom Academy
- All learning, assessment and workplace contexts

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

5. Kingdom Academy's Commitment to Disabled Apprentices

Kingdom Academy is committed to:

- Treating disabled apprentices with dignity and respect
- Removing barriers to learning wherever reasonably possible
- Making reasonable adjustments to learning and assessment
- Encouraging early disclosure and conversation, without pressure
- Ensuring support is personalised and reviewed

Disabled apprentices are not expected to meet different standards. Adjustments are made to remove barriers, not to lower expectations.

6. Identifying Disability and Support Needs

Disability and support needs may be identified through:

- Induction and onboarding processes
- Apprentice self-disclosure
- Ongoing progress reviews
- Tutor, assessor or employer observations

Disclosure is voluntary. Apprentices are encouraged, but not required, to share information where they feel it may help access appropriate support.

Apprentices are not expected to self diagnose or justify their needs.

7. Support Available to Disabled Apprentices

Support may include:

- Reasonable adjustments to learning or assessment
- Support with communication, organisation or planning
- Adjustments to learning materials or delivery methods
- Flexible approaches where appropriate
- Signposting to specialist or external support

Support will be discussed collaboratively and tailored to individual needs.

8. Reasonable Adjustments and Support Planning

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

This may include:

- A meeting with an ALN specialist
- Development of a personalised support plan
- Agreement of reasonable adjustments
- Ongoing review of support effectiveness

Further detail on reasonable adjustments is set out in the Reasonable Adjustments Policy.

9. Working with Employers

Kingdom Academy works in partnership with employers to support disabled apprentices effectively.

This may include:

- Discussing reasonable adjustments in the workplace
- Supporting communication between the apprentice and employer
- Ensuring adjustments are practical and proportionate
- Respecting confidentiality and apprentice consent

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

10. Learner Responsibilities

Disabled apprentices are encouraged to:

- Engage with support discussions where comfortable
- Share information that may help remove barriers
- Participate in reviews of support arrangements
- Follow Kingdom Academy guidance and processes

Apprentices are supported to develop independence alongside appropriate support.

11. Roles and Responsibilities

Kingdom Academy is responsible for:

- Providing clear support routes for disabled apprentices
- Ensuring staff understand disability support processes
- Monitoring outcomes and experiences

Tutors, assessors and support staff are responsible for:

- Identifying potential barriers to access
- Responding to concerns sensitively and promptly
- Referring to specialist support where appropriate

12. Confidentiality and Data Protection

Information relating to disability 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.

13. 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