

## Reasonable Adjustments and Special Considerations Policy

**Policy Statement** At ANTA Education Ltd, we are committed to creating an inclusive learning environment that supports all learners to achieve their full potential. This policy outlines the principles and procedures for providing reasonable adjustments and special considerations to ensure equitable access to our education and assessment processes.

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**1. Scope of the Policy** This policy applies to all learners enrolled in programs at ANTA Education Ltd, including those with disabilities, medical conditions, temporary impairments, or other circumstances that may impact their ability to engage in learning or assessment activities.

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### 2. Definitions

- **Reasonable Adjustments:** Pre-planned modifications to teaching, learning, or assessment practices to support learners without compromising the validity or integrity of the qualifications.
  - **Special Considerations:** Post-assessment measures taken to compensate learners who experience unforeseen circumstances that affect their performance, such as illness, injury, or personal challenges.
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### 3. Principles

- **Inclusivity:** We strive to provide an inclusive environment that removes barriers to learning and assessment.
  - **Fairness:** Adjustments and considerations will ensure equitable treatment without giving an unfair advantage.
  - **Confidentiality:** Information shared by learners will be handled with the utmost sensitivity and in compliance with data protection regulations.
  - **Transparency:** The process for requesting and implementing adjustments or considerations will be clear and accessible.
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### 4. Reasonable Adjustments

**4.1 Eligibility Criteria** Learners may request reasonable adjustments if they have:

- A physical or sensory disability.
- A long-term or chronic medical condition.
- A learning difficulty such as dyslexia, ADHD, or autism spectrum disorder.
- Temporary impairments (e.g., injury or recovery from surgery).

**4.2 Examples of Reasonable Adjustments** Adjustments may include, but are not limited to:

- Modified learning materials (e.g., large print, Braille).

- Use of assistive technology.
- Additional time for assessments.
- Adjusted assessment formats (e.g., oral instead of written).
- Physical accessibility accommodations.

#### **4.3 Procedure for Requesting Adjustments**

1. Learners should notify the institution of their needs as early as possible, preferably during enrollment.
  2. A formal request, accompanied by relevant documentation (e.g., medical reports), must be submitted to the designated staff member.
  3. ANTA Education Ltd will conduct an assessment and collaborate with the learner to determine appropriate adjustments.
  4. Agreed adjustments will be documented and communicated to all relevant parties.
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### **5. Special Considerations**

**5.1 Eligibility Criteria** Special considerations may be requested for unforeseen circumstances, including:

- Illness or injury during an assessment.
- Bereavement.
- Other significant personal difficulties.

#### **5.2 Procedure for Requesting Special Considerations**

1. Learners must submit a request as soon as possible, ideally within five working days of the affected assessment.
  2. The request should include:
    - A description of the circumstances.
    - Supporting evidence (e.g., medical certificate, bereavement notice).
  3. The institution will review the request and decide on the appropriate course of action, such as:
    - Adjusting grades.
    - Allowing a reassessment.
    - Deferring the assessment date.
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### **6. Roles and Responsibilities**

- **Learners:** Responsible for notifying ANTA Education Ltd of their needs in a timely manner and providing necessary evidence.
  - **Staff:** Responsible for implementing adjustments, maintaining confidentiality, and supporting learners throughout the process.
  - **Designated Officer:** Oversees the reasonable adjustments and special considerations process, ensuring compliance with this policy.
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**7. Monitoring and Review** This policy will be reviewed annually or in response to changes in legislation or best practices to ensure it remains effective and relevant.

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**8. Complaints and Appeals** Learners dissatisfied with decisions regarding adjustments or considerations may appeal through the institution's formal complaints procedure.

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### 9. Related Policies

- Equality and Diversity Policy
  - Assessment Policy
  - Data Protection Policy
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**Contact Information** For queries or to submit a request, please contact:

- **Email:** [michelle@antaeducation.co.uk](mailto:michelle@antaeducation.co.uk)
- **Phone:** 01952 972300
- **Office Address:** \*\*HEAD OFFICE - Coalport House - Stafford Park 1 - Telford - TF3 3BD  
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Registered Office - Market Chambers, 2b Market Place, Shifnal, Shropshire TF11 9AZ.

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**Approval and Implementation** This policy was approved by Craig Howard, Managing Director on 06/01/2025 and is effective immediately. All staff and learners are encouraged to familiarize themselves with its contents.