STUDENT SUPPORT, DISABILITY & INCLUSION POLICY

PP Academy Limited ("PPA") is committed to providing an inclusive, supportive and accessible learning environment in which all students are able to participate fully in their education and achieve their academic and personal potential.

PPA recognises that students may require additional support due to disability, long-term health conditions, specific learning differences, mental health conditions or other additional needs. PPA is committed to promoting equality of opportunity, removing unnecessary barriers to learning and making reasonable adjustments in accordance with the Equality Act 2010.

PPA aims to nurture a culture where students feel respected, supported and empowered to disclose support needs without fear of stigma or discrimination.

1. Purpose

This policy sets out how PPA:

- Identifies students requiring additional support.
- Provides appropriate welfare, disability and inclusion services.
- Makes adjustments to support learning and assessment, when required.
- Promotes student wellbeing and mental health.
- Ensures compliance with equality legislation and regulatory expectations.

2. Scope

This policy applies to:

- All students studying at PPA.
- Applicants who disclose a disability or additional support need.
- All members of staff involved in student recruitment, teaching, assessment, welfare and support.

3. Principles

PPA is committed to:

- Providing equal access to education for all students.
- Treating all students fairly, respectfully and with dignity.
- Maintaining confidentiality when handling sensitive personal information.
- Encouraging early disclosure of disabilities and additional needs.
- Providing timely and appropriate support through reasonable adjustments.
- Working collaboratively with awarding partners and external agencies where appropriate.

4. Disclosure of Disabilities and Additional Needs

Applicants and students are encouraged to disclose any disability, learning difficulty, long-term medical condition or mental health condition as early as possible.

Prior to enrolment, students are invited to complete a confidential online support questionnaire. Information submitted is reviewed by the Welfare Officer, who will contact students to discuss available support and any reasonable adjustments that may be required.

Students may also disclose additional support needs at any point during their studies.

Disclosure is voluntary; however, the PPA's ability to provide appropriate support may be limited if information is not shared.

5. Student Support Arrangements

Following disclosure, the Welfare Officer will meet with the student to discuss individual requirements and develop an appropriate Support Plan where necessary.

Support may include:

- Reasonable adjustments to teaching and learning.
- Accessible learning resources.
- Timetabling adjustments where appropriate.
- Referral to specialist services.
- Ongoing welfare meetings.
- Liaison with academic staff.

Support plans will be reviewed regularly throughout the student's programme of study.

6. Disabled Students' Allowance (DSA)

Students who may be eligible for Disabled Students' Allowance (DSA) will be encouraged to apply as early as possible.

The Welfare Officer will provide information regarding the application process and may refer students to an approved assessment centre where appropriate.

Students receiving DSA-funded support, including specialist mentoring, study skills support or assistive technology, should notify the Welfare Officer to ensure support can be coordinated effectively alongside College provision.

7. Reasonable Adjustments

PPA Guildford has a legal duty under the Equality Act 2010 to make reasonable adjustments for disabled students, where appropriate.

Reasonable adjustments are intended to remove or reduce substantial disadvantages experienced by disabled students without compromising the academic standards of the programme.

Adjustments may include:

- Alternative assessment arrangements.
- Modified classroom arrangements.
- Additional support meetings.

Each request will be considered individually.

8. Mental Health and Wellbeing

PPA recognises that positive mental health is fundamental to student success.

Students experiencing mental health difficulties are encouraged to seek support as early as possible through the Welfare Officer or Safeguarding Team.

The College provides:

- Individual welfare appointments.
- Signposting to specialist external services.
- Mental health support planning.
- Referral to appropriate wellbeing services.
- Academic support where mental health affects study.

Students requiring urgent support will be managed in accordance with PPA's Safeguarding Policy.

9. Pastoral Support

All staff share responsibility for creating a supportive learning environment.

Students requiring non-academic support are encouraged to contact their Course Leader or Welfare Officer, who can provide guidance on:

- Personal wellbeing.
- Attendance concerns.
- Personal circumstances affecting study.
- Referrals to external support organisations.

Appointments with the Welfare Officer are available throughout the academic year.

10. Careers Support

Students have access to DMU's online career resources in the DMU Career Centre: https://dmu.careercentre.me/Members

Students should log on with their normal DMU username and password.

11. Confidentiality

Information regarding a student's disability or additional support needs will be handled sensitively and in accordance with UK data protection legislation.

Information will only be shared with relevant staff where necessary to implement agreed support arrangements.

Students are encouraged to:

- Disclose support needs promptly.
- Engage with agreed support arrangements.
- Inform the College of any changes to their circumstances.
- Attend scheduled welfare meetings where appropriate.

This information will be reviewed annually by the Senior Management Team and reported to the Governing Board as appropriate.

Date of Policy: June 2026

Date of next Policy Review: June 2028