

## Procedure 3.3 Inclusion

### 1. Introduction

London Film Academy (LFA) will create an Inclusion Plan in order to record the reasonable adjustments and resources deemed necessary to meet the particular needs of an individual, particularly those needs that relate to Protected Characteristics.

Protected Characteristics, defined by the *Equality Act (2010)*, are disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. Inclusion Plans are based on formal medical and other evidence which is stored securely. A plan is an important and central document and, in those cases where it is needed, it will be in place for the duration of the student's course at LFA.

LFA requires that students needing particular support should make contact before arrival at LFA, or as soon as possible afterwards, so that LFA can work with them to put in place appropriate support at the start of the academic year.

#### 1.1 Purpose

The purpose of an Inclusion Plan is to demonstrate how LFA is complying with the duty of reasonable adjustment, with the *Special Educational Needs and Disability Act (2001)* and with the *Equality Act (2010)*. The Plan informs potential applicants, or enrolled students with protected characteristics, what they can expect once they have declared their needs.

### 2. Aim

The aim of an Inclusion Plan is to facilitate the most rewarding and productive learning experience for a student who needs special support. It will let people that need to be aware about their particular needs or challenges know how best to help the student concerned.

Inclusion Plans are completed in collaboration with the student. LFA listens to and involves them in discussions and decisions about how best we can provide appropriate support, in line with their preferences about disclosure.

### 3. Process

A student can approach the LFA Admissions Team at any stage pre-arrival or can contact their Course Leader after enrolment.

The process is as follows:

1. discuss access requirements, potential adjustments and nature of evidence, if required
2. once any required evidence submitted by the student has been checked that it meets the criteria, they may be approached if more information is required or additional adjustments are needed
3. the level of disclosure is identified
4. an Inclusion Plan is drafted by the Personal Tutor and approval is sought from the student, Course Team and Head of Courses
5. when approved, the Inclusion Plan is circulated to relevant, agreed parties



6. Personal Tutor or student may arrange follow-up meetings to discuss any changing needs and work together to update and recirculate the Inclusion Plan.

An Inclusion Plan will include:

- the student's details
- a summary of information that is relevant to their needs. Where appropriate, this will name specific requirements e.g. learning difficulty, medical condition or disability and explain how this will impact on the student's studies
- a list of reasonable adjustments
- a circulation list
- student's signature, confirming their agreement to circulation.

## 4. Reasonable adjustments

By law, LFA is required to ensure that students who have a specific learning difficulty, such as dyslexia or dyspraxia, a disability, a mental health condition or a long-term medical condition, are not disadvantaged.

Reasonable adjustments are put in place to help students who may fall into one or more of these categories; where a programme is validated by a university partner, LFA will follow partner guidelines.

Reasonable adjustments will vary substantially, but examples may include:

From the Course Team:

- ensuring that lecture notes and slides are provided in advance
- one-to-one study support with specialist tutors
- access to designated prayer, study and computer spaces (subject to availability).

From the library:

- extended loans on books.

Examination adjustments:

- extra time
- practical exam to replace a written exam
- reading aloud or allowing for reading pen in exams
- supervised rest breaks
- Independent exam rooms.

## 5. Confidentiality

When an Inclusion Plan is written we will agree with the student concerned who needs to see it (circulation list) and those people will be recorded in the Plan.

Confidentiality is an important part of how we work. LFA will keep all information about students confidential. To the extent permitted by and in accordance with the law, any information that is disclosed relating to a student's needs will be treated as confidential and processed strictly in accordance with the provisions of LFA's data protection arrangements. No record of an individual's needs, Inclusion Plan or individual examination adjustments should ever appear on transcripts or degree certificates.

