

<b>Special Educational Needs and Disability (SEND)</b>	<b>FOR ALL STUDENTS</b>
Updated: November 2018	This policy is reviewed periodically

### OVERVIEW

Capital School of English (CSE) believes that all students irrespective of their gender (including sex, marital status and gender reassignment), race (including ethnic origin, colour, nationality and national origin), disability, sexual orientation, religion or belief, or age have a right to live, study, develop and achieve in a safe and supportive environment.

### CSE MAIN SITE

The school building itself (a former bank) is over 100 years old and has been extensively refurbished over the last few years making for a wonderful learning environment but maintains its unique charm and elegance. Many of our teaching areas still have a number of the original features and in the tradition of the rich history of the building we invest heavily in the upkeep and maintenance of the school offering our students, staff and visitors a warm and inviting place to study, work and visit. Unfortunately, the building does not have wheelchair access or facilities.

Every year and during the months of July and August, Capital School of English runs courses from its summer site at Bournemouth House, 19 Christchurch Road, Bournemouth, BH1 3LH, which has wheelchair access and facilities.

### ENROLMENT/PRE-ARRIVAL

As a school, our policy is to be welcoming to students regardless of their abilities. On the rare occasions we have had requests from students or partner ETOs to accept students with disabilities, we firstly through reasonable questioning ascertain the type of disability the student has. Each student will be considered on a case-by-case basis.

Any medical information must be disclosed to CSE Ltd on enrolment. CSE Ltd will use this information to determine if we can accept the enrolment. If false, inaccurate or incomplete medical information is given, CSE Ltd reserves the right to cancel the enrolment.

Wherever it is practical, CSE will make any reasonable changes to ensure that students with special needs, including those with a disability, have the opportunity to live, study, develop and achieve in a safe and supportive environment.

NOTE: Our main site does not have wheelchair access or facilities. Our summer site at Bournemouth House, 19 Christchurch Road, Bournemouth, BH1 3LH has wheelchair access and facilities.

NOTE: If requested on enrolment, CSE Ltd will assist in finding accommodation (homestay provider and/or residence) with wheelchair access.

### ON ARRIVAL

On arrival a nominated fire marshal will speak to the student and conduct a personal risk assessment to identify potential difficulties and determine the reasonable steps to be taken.

### **IDENTIFICATION OF SEND AFTER ARRIVAL**

In the event that it is identified that a student has a special need or disability on arrival or during their course of study, CSE will speak to the student or parent and/or legal guardian for an U18 to discuss the matter to identify potential difficulties and determine the reasonable steps to be taken.

If CSE feels it cannot make any reasonable changes to ensure that students with special needs, including those with a disability, have the opportunity to live, study, develop and achieve in a safe and supportive environment we will either seek an alternative UK provider or help with arrangements for the student to return to their country.

### **SPECIALIST TRAINING**

CSE does not offer specialised services for identifying or dealing with special needs.