



# Prospective Student Disability Disclosure Form - Guidance

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## **INTRODUCTION**

New College of the Humanities (the College) is committed to welcoming students of the highest calibre and to ensure that the College complies with our legal obligations under the Equality Act 2010. Under this legislation, the College will make reasonable adjustments where possible to meet the needs of disabled students or those with a condition that requires extra support (e.g. mental health or a specific learning difficulty).

The College therefore strongly advises students to disclose any disability-related need(s) and/or condition(s) for their own safety at the earliest opportunity, in order to meet their individual study and personal safety requirements.

It is important to note that due to the current building restrictions at 19 Bedford Square, access adjustments may not be possible.

The form must be based on a current and thorough assessment from an appropriate, registered health professional, qualified to diagnose any disability-related need(s) and/or condition(s) (e.g. GP or clinical/educational psychologist).

## **INFORMATION SHARING**

If a student enrolls at the College, the form and supporting evidence are kept on file (in their paper file which is stored securely by Student & Academic Services and a scanned copy which is uploaded to their Quercus record) for the duration of their studies, up to and including 12 months from their graduation. If a student does not enrol, the form and supporting evidence are destroyed immediately. Students can choose who their form and evidence are shared with at the College and can ask the Learning and assessment Support Officer (LASO) for advice if at all unsure.

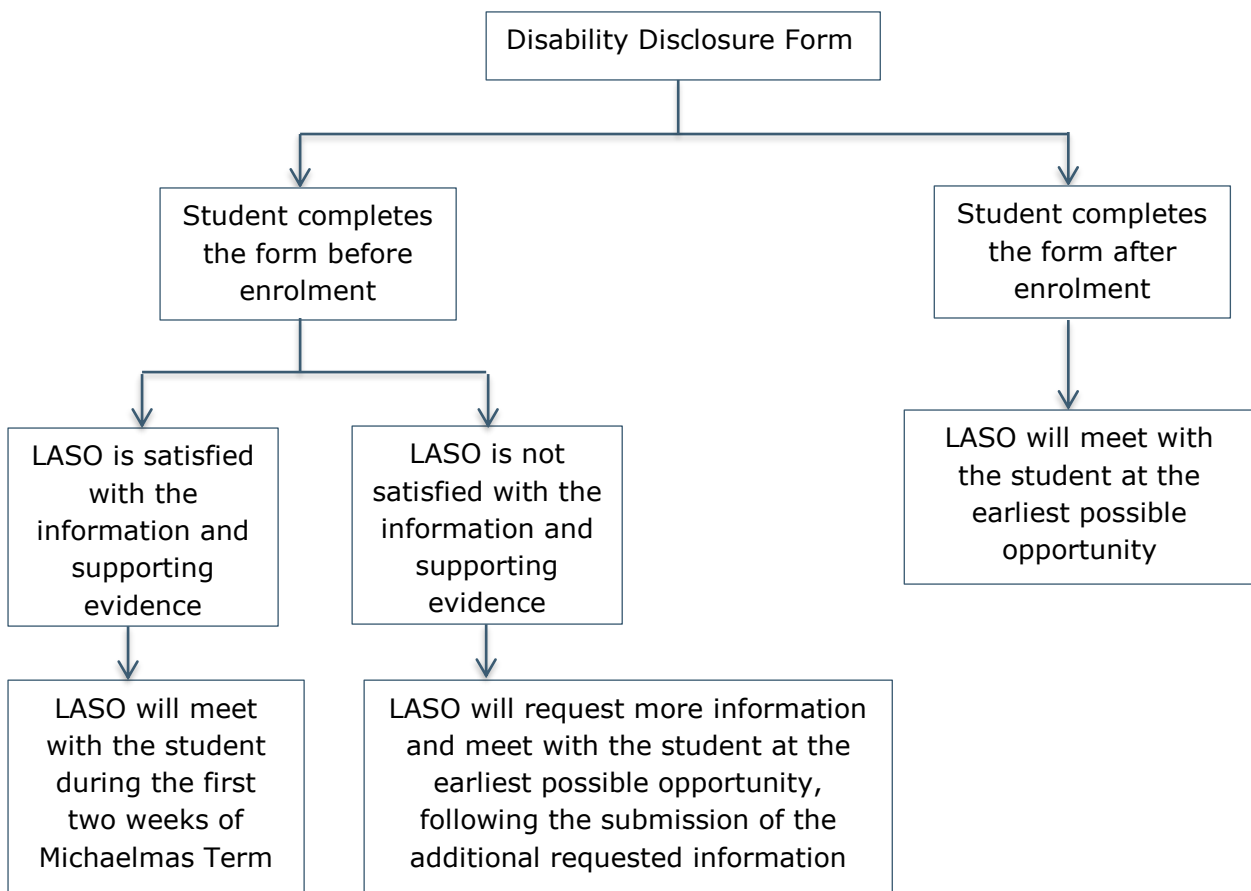
## **NCH SUPPORT NETWORK**

Registered students at the College have access to an internal support network, designed to ensure that the channels of communication are clear and support is readily available. The LASO is your main point of contact for disability support (physical disability, mental health and specific learning disabilities) and you are able to book appointments with the LASO. These appointments can be via the telephone, face-to-face meetings and/or email. Each student is assigned a Personal Tutor (PT) and you are encouraged to keep regular contact with them throughout your studies. A Personal Tutor is faculty member who takes an interest in your general academic progress and welfare, as well as your experience of College life.

## PROCEDURE

1. If you complete the form before enrolment and the LASO is satisfied with the information and supporting evidence, you will meet the LASO during the first two weeks of Michaelmas term to discuss your needs.
2. If you complete the form before enrolment and the LASO considers that more information is required, they will request that further documentation is sent.
3. After the additional documents have been received, it is advised that further discussions take place before accepting your offer; you will meet the LASO at the earliest opportunity.
4. If your requests cannot be met and the absence of such requests would not allow you to study at the College, your offer may be withdrawn.
5. If you complete the form after enrolment, you will meet with the LASO at the earliest opportunity to discuss your needs for studying at the College. Please note that it may not be possible to meet all your requests if the LASO is notified of these after the enrolment process. It is therefore in your best interests to submit the form as early as possible.

## SUMMARY OF PROCEDURE<sup>1</sup>



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<sup>1</sup> Information is kept confidential, click [here](#) for more information

<b>Title: Prospective Student Disability Disclosure Form - Guidance</b>					
<b>Approved by: Academic Board</b>					
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1.1	April 2019	April 2019	LASO	Academic Handbook/ admissions	April 2020
1.0	October 2018	October 2018	SWC	Academic Handbook/ admissions	April 2020
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External Reference Point(s)	UK Quality Code Theme: Admissions, Recruitment and Widening Access				