



Reasonable adjustments and special considerations

Prince Henry's Grammar School Swim England Qualifications (SEQ) Centre manages effectively the process of reasonable adjustments and special considerations by working both with learners to accurately identify these and the Swim England Qualifications Awarding Body to identify appropriate interventions to ensure accurate certification.

1. All staff at Prince Henry's Grammar School SEQ Centre will receive training on how to identify and manage effectively reasonable adjustments and special considerations and this will be supported by written reference.
2. Confidentiality will be maintained at all times and all cases will be considered individually.
3. All staff and learners will complete an appropriate application form, which may be in the form of a CV. As part of this process all applicants will be asked to declare any special educational needs and disabilities.
4. Prince Henry's Grammar School SEQ Centre will assess this information with the help of the applicant to identify any potential reasonable adjustments.
5. Any special considerations must be brought to the attention of Prince Henry's Grammar School SEQ Swim Centre as soon as reasonably possible by the relevant party-this may be a learner or assessor.
6. Prince Henry's Grammar School SEQ Centre will then take the appropriate action in line with the Swim England Qualifications (SEQ) Awarding Body requirements, listed in the front of all Swim England Qualifications (SEQ) Awarding Body qualification specifications.
7. Any reasonable adjustments and special considerations will be recorded appropriately so that any external scrutiny is possible and fairness and equality can be suitably evidenced.
8. If those requiring reasonable adjustments and special considerations consider that fairness and equality have not been maintained they can progress through the appeals procedure on the Prince Henry's Grammar School Swim England Qualifications (SEQ) Centre website.

22.08.2019