

**GUIDANCE FOR SCHOOLS ON UPDATING THEIR SCHOOL ACCESSIBILITY PLAN (adapted from the Key for School Leaders web site)**

**A. SUMMARY OF REQUIREMENTS**

- All schools are required to publish an accessibility plan which should be regularly updated. This requirement comes from the Equality Act 2010, which states that all schools must have a plan, aimed at :

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/315587/Equality\\_Act\\_Advice\\_Final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf)

- Increasing the extent to which disabled pupils can participate in the curriculum
- Improving the physical environment of schools to enable disabled pupils to take better advantage of education, benefits, facilities and services provided
- Improving the availability of accessible information to disabled pupils
- It can be a freestanding document or incorporated in another plan, such as an equality plan.
- An accessibility plan is shown as a 'statutory document' on page 12 of the DfE's list of policies and documents that schools must have in place, and must be:
  - Reviewed every three years
  - Approved by the governing body, which is free to delegate this to a committee of the governing body, an individual governor or the head teacher

**B. ADVICE ON THE FORMAT OF ACCESSIBILITY PLANS**

- The DfE’s advice document on the Equality Act, says “an accessibility plan may be a freestanding document but may also be published as part of another document such as the school development plan”, so a school may wish to publish its accessibility plan within an equality and diversity policy.
- The plan must address the key issues above AND outline how information on accessibility adjustments will be communicated to parents
- The document should be concise, focusing on the principles of accessibility, rather than going into detail about the school's day-to-day practice.

**C. POSSIBLE FORMAT/OUTLINE**

SECTION ONE	VISION STATEMENT
<p><b>Comment on:</b></p> <ul style="list-style-type: none"> <li>• Requirement under the Equality Act 2010 for schools to have an accessibility plan</li> <li>• Purpose of the plan</li> <li>• Definition of disability according to the Equality Act 2010</li> <li>• School values</li> <li>• How the plan links to other documentation and policies</li> <li>• How the plan will be shared</li> <li>• Internal and external monitoring procedures</li> <li>• The plan’s focus on the physical environment, curriculum, and written information</li> <li>• Training</li> <li>• Supporting partnerships to help develop and implement the plan, for example with the local authority, trust or federations</li> <li>• Complaints procedures</li> </ul>	

<b>SECTION TWO:</b>	<b>AIMS AND OBJECTIVES</b>
<p><b>Our aims are to:</b></p> <ul style="list-style-type: none"> <li>• Increase access to the curriculum for pupils with a disability</li> <li>• Improve and maintain access to the physical environment</li> <li>• Improve the delivery of written information to pupils</li> </ul> <p><i>Attach a table, to show how the school will address the aims above (see below)</i></p>	

<b>AIM</b>	<b>CURRENT GOOD PRACTICE (include established practice and practice under development)</b>	<b>OBJECTIVES (state short, medium and long term objectives)</b>	<b>ACTIONS TO BE TAKEN</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO COMPLETE ACTIONS BY</b>
Increase access to the curriculum for pupils with a disability					

Improve and maintain access to the physical environment					
Improve the delivery of written information to pupils					

<b>SECTION THREE:</b>	<b>ACCESS AUDIT (see below)</b>
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<b>FEATURE (for example)</b>	<b>DESCRIPTION</b>	<b>ACTIONS TO BE TAKEN</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTIONS TO BE COMPLETED BY</b>
<b>Corridor access</b>				
<b>Lifts</b>				

<b>Parking Bays</b>				
<b>Entrances</b>				
<b>Ramps</b>				
<b>Toilets</b>				
<b>Reception areas</b>				
<b>Signage</b>				
<b>Emergency escape routes</b>				