King's Lynn Academy

Policy:	**King's Lynn Academy Accessibility Plan**
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Date of Approval:	March 2026
Approved by:	Academy Council
Review date:	March 2027

Action	Timescale	Monitoring and Evaluation	Success Criteria
Improve the quality of teaching and learning for disabled students. Timetabling before the start of the academic year to take account of the specific needs of wheelchair users to access classrooms with modified furniture	Annually	SENCo Timetabler	Wheelchair users to be timetabled in accessible classrooms for all lessons to ensure full access to the curriculum
Ensure Examination Access Arrangements are I place for all disabled students	According to JCQ deadlines	Exams Officer SENCo Team	All disabled students to complete their examination process whatever their specialist requirement
Ensure that all disabled students have access to all educational visits and trips organised by all curriculum areas, unless determined and supported by previous concerns	Every organised visit or trip	All staff leading trips Relevant risk assessments EVOLVE SENCo	Trips are all accessible to disabled students where reasonably possible
Audit the disabilities of students who will be transferring to the academy	Annually	SENCo team liaises with primary school	Disabled students are identified prior to starting at the academy and their needs are planned for
Monitor and review the needs of disabled staff	Termly	Head of HR	Identify and implement where practicable reasonable adjustments identified via OH or other professionals for staff with disabilities. Either on appointment or when a staff member becomes disabled.
Review the suitability of the lighting and signage to assist visually impaired students either annually or as new visually impaired students join	Annually	Operations Manager SENCo Operations Manager	All areas of the academy to have appropriate lighting and signage

Regular maintenance checks of internal and external stairs, walkways and paths. In particular maintenance of lighting	Monthly	Operations Manager Site Team	Maintenance timetable adhered to and work completed
Ensure that all disabled students and staff can be safely evacuated. Put in place Personal Emergency Evacuation Plan (PEEP) for all students with difficulties. Provide information for staff required to evacuate students from upstairs	Annually	Operations Manager Head of Year SENCo	All disabled students and staff are evacuated safely in the event of a fire
Supply disabled students and parent's information in the form required by them. E.g. Large print, coloured paper, translated copies	As required	SENCo Pastoral Team	Information is accessible to all