



078. Reasonable Adjustments Policy

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Policy Statement

In line with our [Equality, Diversity and Inclusion Policy](#), IFG is committed to promoting inclusivity and ensuring equal access to education for all students, including those with disabilities or long-term conditions that impact their ability to do everyday activities, including academic activities. This policy outlines the institution's approach to making reasonable adjustments to support students in overcoming barriers to their education and achieving their full potential. The policy sets out how IFG complies with the Equality Act 2010 and other relevant legislation while promoting an inclusive learning environment.

Legislation and Guidance

This policy is informed by the following legal and regulatory frameworks:

- Equality Act 2010
- The UK Equality and Human Rights Commission's guidance on reasonable adjustments

Purpose

The purpose of this policy is to ensure that there is clarity for students and staff about reasonable adjustments that IFG will make to provide students with the support they need to participate fully in academic and extracurricular activities.

Scope

This policy applies to all students who are enrolled at IFG, including Foundation, undergraduate, postgraduate, and part-time students. It covers adjustments in relation to teaching, assessment, and other aspects of student life.

IFG students are bound by the [Student Support, Engagement and Attendance Policy](#), and any reasonable adjustment requests or arrangements made may, as appropriate, be considered in line with how well the student is meeting or able to meet the expectations and requirements set out in that Policy. Requests and reasonable adjustments will normally be managed under the informal or formal processes under the Support Through Studies Framework set out in that Policy.

Definitions

- **Disability:** As defined in the Equality Act 2010, a disability is a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.
- **Reasonable Adjustment:** A change or modification made to a policy, practice, or procedure, or the provision of aids or services, to ensure that a disabled person is not disadvantaged compared to non-disabled people.

Principles

- IFG is committed to ensuring that students with disabilities or long-term conditions are not disadvantaged in relation to their peers.
- Reasonable adjustments will be made on a case-by-case basis, taking into account the needs of the individual student and the nature of their course or program.
- Adjustments will be designed to ensure that students can fully participate in their academic programs, including attending lectures, participating in seminars, completing coursework, and sitting examinations.

Types of Reasonable Adjustments

Reasonable adjustments may include, but are not limited to:

- **Physical environment:** Adjustments to classroom seating, access to buildings, or provision of accessible facilities.
- **Teaching and learning:** Alternative formats for course materials (e.g., large print, audio, digital), access to assistive technologies, or modified teaching methods.
- **Assessment:** Extra time for exams, provision of exam papers in alternative formats, the use of a scribe or reader, or changes to the method of assessment.
- **Support services:** Access to a mentor, note-taker, or interpreter for students with hearing impairments.
- **Examinations and coursework:** Adjustments to deadlines, changes in the format of assessments, or the provision of additional support during exams.

Procedure for Requesting Reasonable Adjustments

1. **Notification:** Students who require reasonable adjustments must inform IFG of their needs as early as possible. Ideally, this notification will be disclosed during the application and admissions stages, but current students can contact the Student Welfare Manager.
2. **Disclosure of Disability:** While disclosure of a disability or other condition is not mandatory, it is recommended for students to provide appropriate documentation that outlines their needs so that we can ensure the best understanding of a student's needs. This could include medical reports, assessments from specialists, or a statement from a healthcare provider.
3. **Assessment:** Upon receipt of a request, the institution will conduct an assessment to determine what reasonable adjustments are required. This assessment will normally be carried out under either informal or formal procedures of the Support Through Studies Framework set out in the Student Support, Engagement

and Attendance Policy. Assessments will be conducted in consultation with the student, and may involve input from relevant professionals or academic staff.

4. **Decision:** Following the assessment, a decision will be made about the reasonable adjustments that will be provided. The student will be notified in writing of the adjustments agreed upon. Where a requested adjustment is deemed not to be reasonable by IFG, the reason(s) why will be explained to the student and confirmed in writing.
5. **Implementation:** The institution will ensure that reasonable adjustments are put in place as soon as possible to support the student's academic activities.
6. **Review:** Reasonable adjustments will be reviewed periodically to ensure their continued appropriateness and effectiveness. If a student's circumstances change, further adjustments may be considered.

Roles and Responsibilities

- **Students:** Students are responsible for notifying the institution of their need for reasonable adjustments and for providing any necessary documentation.
- **Student Support Team:** The Student Welfare Manager will assist students in identifying reasonable adjustments and ensure that they are implemented in a timely and effective manner.
- **Academic Staff:** Academic staff are responsible for accommodating reasonable adjustments in their teaching, coursework, and assessment practices. They should work with IFG support staff to make appropriate adjustments where necessary. Queries, additional support and guidance, can be sought from the Director of Studies or the Academic Director where needed.
- **Senior Management:** Senior management are responsible for ensuring that the institution's policies, practices, and environment are inclusive, and that reasonable adjustments are implemented in line with legal and regulatory requirements.

Confidentiality and Data Protection

All information relating to a student's disability or health condition will be treated with confidentiality and handled in compliance with the institution's data protection policies and the General Data Protection Regulation (GDPR).

Information will only be shared with staff who have a legitimate need to know in order to implement adjustments. This might mean in some cases that only a small number of staff are aware of a student's condition or disability, but all relevant staff should be made aware of any reasonable adjustments required.

Concerns or complaints about reasonable adjustments

If a student feels that the reasonable adjustments provided are inadequate or inappropriate, they have the right to raise a concern with the Director of Studies in the first instance. If they are unhappy with the outcome of this process, they have the right to raise a formal complaint under the Student Complaints Procedure.

Monitoring and Review

IFG will monitor the effectiveness of this policy and make improvements as necessary, via its Academic Board. Feedback from students, staff, and relevant stakeholders will be used to ensure that the policy remains relevant and in line with best practices.

