

# **A Guide for Students with Disabilities**

**Cavendish College**  
(Updated September 2008)

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## **The Disability Support Service at Cavendish College**

The Disability Support Service is located in the main building at:

Cavendish College  
35-37 Alfred Place  
London WC1E 7DP  
Tel: 020 7580 6043  
Fax: 020 7255 1591  
Web: [www.cavendish.ac.uk](http://www.cavendish.ac.uk)

The members of staff who have responsibility in the Disability Support Service and their contact details are as follows:

Dr John Sanders  
Principal  
[sandersj@cavendish.ac.uk](mailto:sandersj@cavendish.ac.uk)

Mr M Sadeghian  
Central Admissions Office  
[sadeghianm@cavendish.ac.uk](mailto:sadeghianm@cavendish.ac.uk)

Mr David Foster  
Departmental Admissions – Art & Digital Media  
[fosterd@cavendish.ac.uk](mailto:fosterd@cavendish.ac.uk)

Mr John Lynch  
Departmental Admissions – Computer Studies  
[lynchja@cavendish.ac.uk](mailto:lynchja@cavendish.ac.uk)

Mr Paul Evans  
Departmental Admissions – Business & Hospitality  
[evansp@cavendish.ac.uk](mailto:evansp@cavendish.ac.uk)

Mr Dave Hughes  
Departmental Admissions – University Foundation  
[hughes@cavendish.ac.uk](mailto:hughes@cavendish.ac.uk)

**CAVENDISH COLLEGE - DISABILITY STATEMENT  
Special Educational Needs & Disability Act (SENDA)**

## **Introduction – Values and Mission**

The Disability Discrimination Act Part I defines a disabled person as someone with "a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities."

The Special Education Needs and Disability Act 2001 establishes specific legal rights for disabled students. It introduces the right for disabled students not to be discriminated against in education and training and any services provided mainly or partly for students. In practice this means that that it would be unlawful for the College to treat a disabled person 'less favourably' than a non disabled person for a reason that relates to that person's disability.

Cavendish College is committed to a policy of equal opportunities and recognises its responsibility under the current legislation to ensure that it does not discriminate against students or potential students with a disability. In particular, it recognises its responsibility to make reasonable adjustment to ensure that, in relation to the arrangements for determining admissions and providing student services, a disabled student is not placed at a substantial disadvantage in comparison with someone who is not disabled. The College welcomes students with disabilities and specific learning difficulties and is committed to the continuing development of an "enabling" environment and a non-discriminatory culture within the College community.

What amounts to reasonable adjustment varies according to the type of services being provided, the extent to which it is practicable to take that step and the relevant interests of other people.

The Student Services Office at Cavendish College will work with disabled students and their academic staff to ensure that disabled students can make the most of their opportunity to study at the College. However, it is very important that students inform the college of any additional learning support that they may need at the very earliest opportunity.

## **Application Procedures**

The Cavendish College building is a converted office block which may concern those with mobility problems. Applicants should therefore make sure before applying that this matter is raised with the admissions staff to check whether the facilities are suitable and to discuss any possible difficulties.

All applicants who have disclosed a disability on their application form and are made an offer of a place will be sent a Learning Support Questionnaire. This form gives students an opportunity to tell the College about their disability/learning difficulty and the impact it may have on their study. This will enable applicants and the College to make informed decisions and to plan together how student needs can be met as early as possible. Upon receipt of the questionnaire the student will be invited to discuss their individual learning support needs with a Student Adviser.

When at College students will have to take responsibility for making sure that the required support is in place. They must make sure that the people who can assist are aware of their special needs.

## **When you arrive**

- The College holds an Induction Programme prior to course commencement. On this day a special 'welcome event' is arranged by Student Services for students with disabilities.
- Students will have the opportunity to try out suitable routes for access to lectures, tutors and other facilities, and to finalise details for personal care and support with external agencies.
- New students with disabilities moving into private sector accommodation will need to make arrangements with their landlord or landlady about moving into the address.

## **What support do we offer?**

The College will:

- deal with enquiries from prospective students with regard to all aspects of their disability-related support needs.
- liaise with academic staff and administrative staff about the support needs of disabled students.
- arrange dyslexia screening tests and full diagnostic assessments with an Educational Psychologist.
- together with the Examinations Officer help to organise support workers, i.e. note takers, interpreters, etc.
- offer advice on assistive technology/equipment.
- put you in contact with local and national external agencies who offer support and advice to disabled people on specific issues.

## **How will I get support?**

Unless you have already made pre-entry contact with the Student Services Office staff, you should visit them as soon as possible after registration or as soon as you become aware of your need for support.

Please note that students at Cavendish are not currently eligible for the Disabled Students' Allowances [DSA] so students should ensure that they have sufficient funding to support all their needs.

## **Facilities available**

- A lift which takes students to all levels of the building
- The Student Services office to assist students with any difficulties or queries they may have
- The Course Leader who will deal with any academic problems experienced
- The Head of Department who will deal with any complaints about the support

Note: Disabled parking is not available.

## **What other services are available?**

The following support services are provided for all students:

- Counselling and Careers guidance
- First Aid facilities
- Overseas student advice
- Financial advice

### **Arrangements for assessments and examinations**

In the case of students with disabilities, the College will adopt a flexible approach to additional arrangements for examinations. Once we have received appropriate medical or educational psychologist evidence. The range of additional arrangements for examinations includes:

- Extra time
- Rest breaks
- Examination scripts in large print, Braille, coloured paper, modified language
- Use of a computer
- Reader
- Amanuensis [scribe]
- Use of specialist software e.g. Texthelp! Read and Write, Inspiration, screen reading software, etc.

### **Quality monitoring**

Cavendish College pays particular attention to standards and quality and implements appropriate systems through its Quality Assurance Committee (QAC). This includes a student feedback and complaints procedure. If students are dissatisfied with any aspect of the College's services, they should follow the procedures in place. Further information is available through the QAC Office.

### **Future Activities**

The College's policies and procedures as they relate to disabled students are monitored and kept under review. The College will endeavour to improve its provision for students with disabilities through the following:

- Development of Personal Development Plans identifying students' individual learning needs.
- The College will keep its overall provision under review in compliance with government legislation.
- Development of guidance material for all staff in supporting students with disabilities.

## Useful Telephone Numbers

<b>Organisation</b>	<b>Telephone no.</b>
Adult Dyslexia Organisation (ADO)	0207 737 7646
African, Caribbean Women's disability project	0148 445 5252
Association of Spina Bifida and Hydrocephalus (National Office)	0173 355 5988
Association of Spina Bifida and Hydrocephalus (Regional Office)	0113 255 6767
British Deaf Association	0800 652 2965 (text)
British Deaf Association	0870 770 3300 (voice)
British Polio Fellowship	0800 018 0586
British Retinitis Pigmentosa Society	0128 086 0195
British Stammering Association	0845 603 2001
Cystic Fibrosis Trust	0208 464 7211
Disability Rights Commission	0845 762 2633
DIAL UK	0130 231 0123
The Dyslexia Institute	0178 422 2300
Depression, Anxiety Self Help (DASH)	0148 434 3337
Epilepsy Advice Line	0808 800 5050
ME Association	0137 536 1013
Multiple Sclerosis Society	0808 800 8000
National Association of Colitis and Crohn's Disease	0172 783 0038
National Autistic Society	0870 600 8585
Rethink (Mental Illness)	0845 456 0455
Parkinson's Disease Society UK	0808 800 0303
Radar	0207 250 3222
RNIB	0207 388 1266
RNIB Help line	0845 766 9999
RNID	0207 296 8000
RNID Help line	0808 808 0123
RSI Association	0800 018 5012
Sickle Cell Society	0208 961 7795
SKILL	0800 068 2422 (text)
SKILL	0800 328 5050 (voice)
Spinal Injuries Association	0800 980 0501
Stroke Association	0845 303 3100

**Note: We draw your attention to this document so that it forms an express term of any contract you may have with Cavendish College for the provision of educational or related support services.**