

SELECT ENGLISH POLICY DOCUMENT

Reviewed: May 2025

Next review: April 2026

1. Enrolment of students with additional needs

The school registration form asks students if they have any additional needs and if they require any accommodations.

When the registrar receives information about special needs, she will consult with the Director of Studies to decide whether we can accommodate the needs of the student. In addition, she may ask for further details from the student or agent.

The Director of Studies, in consultation with other relevant staff, will assess the student's needs in the following areas (as necessary):

Academic:

- Will this student be able to participate and learn in our classes?
- Will any special accommodations need to be made (e.g. sitting close to the whiteboard)

Accommodation:

- Do we have a host family or residence that will be able to accommodate this student?
- Would the host family or residential staff need to do anything additional for this student?
- Will the student be able to travel to and from the accommodation or would special provision need to be made?

Activities and excursions:

- Will the student be able to participate fully in activities and excursions?
- Would we be able to adapt the activity or excursion to accommodate the students' needs?

Health and safety:

- Will the student be able to access all the necessary parts of the buildings? (classrooms, toilets, common room)
- Will the student be able to leave the building safely in the event of a fire, for example?

Medical needs:

- Can the student administer their own medicine, or do they need someone to help them?
- Does the student need somewhere to store medicine?

STUDENTS WITH ADDITIONAL NEEDS



- Would our staff need any additional training to meet the student's medical needs?

The Director of Studies will then decide to:

- Accept the student without reservation
- Accept the student with reservations. They will inform the student of the limitations of the service we can provide and pass on the information to the relevant members of staff.
- Not accept the student if the course is not suitable.

2. Responsibilities

The Director of Studies will discuss necessary adaptations with the relevant teaching staff, Course Directors, and Activities staff.

The Health and Safety Officer, Accommodation Officer or Course Director will discuss what provisions need to be made to enable the student to travel safely to and from school and to gain access to the classrooms and facilities.

The Health and Safety Officer will inform all staff if special provisions are needed in the event of a fire.

The Accommodation Officer will inform the host family of any necessary accommodations.

Students with additional needs who do not inform the school prior to arrival:

Select English does not have specialised staff who can identify or diagnose additional needs. However, if a member of staff thinks that a student may have additional needs, they should inform their line manager (Director of Studies, Course Director, or Activities Manager).

The Director of Studies may then:

- Speak with the student about their needs
- Speak with group leaders
- Consult the parents or guardians

The Director of Studies will then decide:

- To allow the student to continue their course without reservation
- To allow the student to continue their course with reservations. They will inform the student of the limitations of the service the school can provide and pass the information on to the relevant members of staff.
- Plan for the student to leave the school if she feels we cannot accommodate the students' needs.