



The Carlton Infant Academy

Accessibility Policy and Plan

Approving body	Local Governing body
Date issued and approved	September 2025
Review date	September 2026
Further information and guidance	

As a statutory requirement this document outlines the work we are doing to improve access for disabled people at The Carlton Infant Academy. We have adopted this accessibility plan in line with the Special Educational Needs Policy with the aim of ensuring that our academy is socially and academically inclusive, that all pupils have access to a full curriculum, and that all pupils are appropriately challenged.

Our Special Educational Needs policy, (which can be found on the website) outlines the provision for supporting pupils with special educational needs and disabilities (SEND), and the academy's publication of equality information and objectives explains how we ensure equal opportunities for all our pupils, increased access to the curriculum, physical access to the academy and access to information particular to pupils with SEND. The Accessibility Plan below provides an outline of how the academy will manage this part of the SEND provision.

Please refer to our special educational needs policy for an outline of our full provision to support pupils with SEND.

This Accessibility Policy and Plan are drawn up in compliance with current legislation and requirements as specified in Schedule 10, relating to Disability, of the Equality Act 2010. The Governors are accountable for ensuring the implementation, review and reporting on progress of the Accessibility Plan over a prescribed period. The Accessibility Plan is supported by our Disability Action Plan. Both plans support equality objectives, to promote access for disabled and deaf people as pupils, parents/carers, staff, visitors and volunteers. This plan will be reviewed and updated alongside the Disability Action Plan.

Definition of special educational needs

In this plan, 'special educational needs' refers to a learning difficulty that requires special educational provision.

The SEND Code of Practice 0 to 25 Years (DfE, Jan 2015) says children have a learning difficulty or disability if they:

- have significantly greater difficulty in learning than the majority of children of the same age; or
- have a disability which prevents or hinders them from making use of facilities of a kind generally provided for children of the same age in mainstream schools or post-16 institutions; and
- are under compulsory school age and are likely to fall within either of the definitions above when they reach compulsory school age or would do so if special educational provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Disability is a term defined under the Equality Act 2010 as a physical or mental impairment which has a substantial adverse long-term effect on the individual's ability to carry out normal day to day activities.

Definition of special educational provision

For children aged two years or older, this is educational provision additional to, or otherwise different from, the educational provision normally available to pupils of the same age.

The SEN and Disability Act 2001 extended the Disability Discrimination Act 1995 (DDA) to cover education. Since September 2002, the Governors has had three key duties towards all people involved in The Academy, with disabilities, under Part 4 of the DDA:

- Not to treat anyone with a disability less favourably for a reason related to their disability.

- To make reasonable adjustments for anyone with a disability, so that they are not at a substantial disadvantage.
- To plan to increase access to education for disabled pupils.

This plan sets out the proposals to increase access to the facilities and resources of The Academy for pupils and adults with disability, in line with the three areas required in the DDA:

- Increasing the extent to which disabled pupils can participate in the curriculum of The Academy.
- Improving the environment of The Academy to increase the extent to which pupils and adults, with disability, can take advantage of education and associated services.
- Improving the delivery to disabled pupils of information which is provided in writing for pupils who are not disabled.

Key Objectives

- To reduce and eliminate barriers to access to the curriculum and to full participation in The Academy community for pupils and prospective pupils with a disability.
- To provide a caring and friendly environment.
- To provide resources to cater for the needs of the individual pupils.
- To promote an understanding of disabilities throughout The Academy and an awareness of the needs of pupils with a disability.

The academy will have consideration in planning facilities for:

- Wheelchair access
- Facilities for the visually impaired and/or hearing impaired Physical environment
- Needs of pupils

The academy will take account of the needs of pupils and visitors with physical difficulties and sensory impairments when planning and undertaking future project improvements and refurbishments of the site and premises, such as improved access, lighting, acoustic treatment and colour schemes, and more accessible facilities and fittings.

The Accessibility Plan will contain relevant and timely actions to:

- Increase access to the curriculum for pupils with a disability, expanding the curriculum as necessary to ensure pupils with a disability are as, equally, prepared for life as are the able-bodied pupils; this covers teaching and learning and the wider curriculum of the academy such as participation in after-school clubs, leisure and cultural activities or academy visits- it also covers provision of specialist or auxiliary aids and equipment, which may assist these pupils in accessing the curriculum within a reasonable timeframe.
- Improve access to the physical environment of The Academy, adding specialist facilities as necessary – this covers improvements to the physical environment of The Academy and physical aids to access education within a reasonable timeframe.

- Improve the delivery of written information to pupils, staff, parents and visitors with disabilities; examples might include handouts, timetables, textbooks and information about The Academy and academy events; the information should be made available in preferred formats within a reasonable timeframe The Accessibility Plan relates to the key aspects of physical environment, curriculum and written information.

It is a requirement that the Academy's Accessibility Plan is resourced, implemented, reviewed and revised as necessary. It may not be feasible to undertake all of the works during the life of the Accessibility Plan and therefore some items will roll forward into subsequent plans. The progress of the plan will be reviewed.

Aim	Strategies	Timescale	Responsibility	Success Criteria
Increase the extent of access to the curriculum for a child with a disability	Use resources tailored to the needs of pupils who require support to access the curriculum.	Daily	All Staff	Pupils can access the curriculum and make progress. Resources are adapted as appropriate.
	Curriculum progress is tracked for all pupils, including those with a disability.	Termly	Subject and class teachers Assessment Lead	Pupils can access the curriculum and make progress. Resources are adapted as appropriate.
	The curriculum is reviewed to ensure that it meets the needs of all pupils.	Annually	Subject Leads	Pupils can access the curriculum and make progress. Resources are adapted as appropriate.
	Ensure teaching and learning strategies are appropriate to support needs of all learners and are adjusted as appropriate to needs and requirements.	Daily	Class Teachers SENDCo Specialist services	Pupils can access the curriculum and make progress. Resources are adapted as appropriate.
	When reviewing all policies pay special attention to DED (Disability Equality Duty).	Annually	SLT	Ensure compliance with Equality Act.

	Ensure the sensory areas are available and accessible to support pupils with sensory needs to access the curriculum.	Ongoing	Class Teachers SENDCo Specialist services	Pupils with sensory needs have reduced visible anxiety to enable them to make further progress with the curriculum.
	Further embed therapeutic interventions, as advised by Specialist Services to further support specific pupil's access to the curriculum.	As required	SENDCo Specialist services	Pupils with variety of needs inc SEMH have reduced visible anxiety to enable them to make further progress with the curriculum.
	Embed use of specialist equipment such as IPADS and laptops.	As required	SENDCo Class teachers GB Micros Computing Lead	All pupils with communication needs are supported in order to access the curriculum and make progress.
	Ensure disabled children can take part equally in lunchtime and after school activities. Discuss with staff who run out of school clubs, and people running other clubs after school. Support would need to be available. Ensure there is a way of getting children with all needs inc mobility issues/ wheelchairs to access activities.	As required	SENDCo Class teachers Club leads	Disabled children feel able to participate equally in out of school activities.

	<p>All academy visits and trips need to be accessible to all pupils.</p> <p>Ensure venues and means of transport are vetted for suitability.</p>	Ongoing	<p>Class teachers</p> <p>SENDCo</p> <p>HT</p> <p>EVC</p>	All pupils are able to access all academy visits and take part in a range of activities.
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	To continue to hold transition meetings to ensure full awareness of any accessibility to curriculum needs so adaptations can be planned.	Summer Term	<p>HT</p> <p>SENDCo</p> <p>Class Teachers</p>	Staff have full awareness of any accessibility issues and therefore can plan effectively to overcome barriers and ensure a smooth transition and access to the curriculum.
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Improve the physical environment to enable disabled pupils to take better advantage of the education,	<p>Ensure the environment is adapted to the needs of pupils as required.</p> <p>Health and Safety committee meetings.</p> <p>Building conditions survey.</p>	Termly health and safety schedule/checks	<p>HT</p> <p>Site Manager</p> <p>Health and Safety Committee inc Governor</p> <p>SENDCo</p>	Environment is adapted to meet the needs of pupils in The Academy as required and as advised by specialist services if appropriate.
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benefits, facilities and services you provide	Ensure environment is adapted and maintained <ul style="list-style-type: none"> - Appropriate corridor width - Disabled parking bay - Changing facilities that are accessible for all - Library bookcases are accessible for wheelchair height - Pathway is graduated to allow accessibility to school buildings 	Annual and ongoing checks In place In place In place In place In place In place	SENDCo Trust Facilities Manager Site Manager	Environment is adapted to meet the needs of pupils in the academy as required and as advised by specialist services if appropriate.
	Maintain safe access for all.	Annual checks to ensure safe access is in place and also put into place as required. Ongoing checks	HT Site manager Health and Safety Committee inc Governor.	Safe access for all

	Ensure safe exit/evacuation for all.	Daily Checks Fire safety checks	HT Site manager SENDCo Official safety checks. Health and safety committee inc Governor.	Ensure all disabled or impaired people can be safely evacuated and can exit safely.
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<p>Ensure the environment supports pupils with hearing and/or visual impairment.</p> <ul style="list-style-type: none"> - Meeting and liaison with specialist teams - Risk assessment if necessary - Visits by parents and pupils prior to joining The Academy. - Ensure adaptations for hearing or visually impaired students are in place. 	<p>Ongoing</p>	<p>SENDCo HT Class Teachers</p>	<p>The environment allows access for pupils with hearing and visually impaired needs.</p>
<p>Ensure staff are fully aware and equipped to support pupils with severe allergies, including individual care plans.</p>	<p>Ongoing and monitored termly.</p>	<p>SENDCo SENDCo Administrator</p>	<p>Pupils' medical needs are fully supported and catered for.</p>
<p>Transition meeting to ensure full awareness of any barriers to accessibility to environment so adaptations can be planned for.</p> <p>Ensure awareness of access needs for visitors, parents and carers.</p>	<p>As required</p>	<p>HT SENDCo</p>	<p>Staff have full awareness of any accessibility issues and therefore can plan effectively to overcome barriers and ensure a smooth transition and accessibility.</p>
<p>Engage with specialist services for guidance to improve environment as required.</p>	<p>Annually and as required</p>	<p>SENDCo Site manager Class Teachers Academy Facilities Manager Operations Manager</p>	<p>The environment supports accessibility for all individual needs and specialist advice is sought and actioned as appropriate.</p>

Improve the availability of accessible information to disabled pupils	Use a range of communication methods to ensure information is accessible.	Annually and as required	Site Manager SENDCo Class teachers ABL and Office Manager.	Pupils to have access to information needed and adaptations made as required and in response to specialist guidance. Adaptions made to support accessibility of information for parents/carers.
	Ensure information accessibility is improved through: Internal and external signage is appropriate and supports information accessibility. Further develop Pictorial or symbolic representations to support accessibility of information. Work with specialist services to adapt provision and delivery of information as needed.	Termly Ongoing and as required	SENDCo Site Manager H.T Health and Safety Committee including Governor.	Pupils to have access to information needed and adaptations made as required and in response to specialist guidance and need.
	Seating positions to be considered in order to support accessibility of information for pupils.	Ongoing	All class teachers SENDCo	Seating positions are adapted as appropriate in order to support accessibility of information for all pupils and so teachers are taking into consideration needs and disabilities.
	Continue to work with specialist support services such as hearing and visually impaired teams to ensure	Ongoing and as required	SENDCo All teachers/TA's	All visually or hearing impaired pupils have appropriate support in

	guidance of correct equipment and resources for need.			order to access information.
	<p>Ensure staff are aware of pupils needs and requirements of pupils in order to support delivery of information.</p> <p>Class teachers to be aware of the needs of the pupils.</p> <p>Ensure The Academy is aware of the needs of visitors and parents who may need written information in a different format.</p>	<p>Ongoing and as required</p> <p>Ongoing and as required</p>	<p>All staff</p> <p>SENDCo</p> <p>Class teachers</p> <p>SENDCo</p> <p>ABL and Office Manager.</p>	<p>All staff have appropriate information in order to support and ensure accessible information for all pupils including those that are disabled.</p> <p>All visitors and parents/carers can access information.</p>

Disability Equality Duty	Outcome	Action	When	Who	Measure
Promoting equality of opportunity	All new staff made aware of Disability Equality Duty (DED)	All new staff receive information about requirements to make reasonable adjustments	Within 1 st term of employment	SENCO to deliver input	Greater awareness of the DED and of need to promote equality of opportunity
	Access to all subject/ curriculum areas.	When reviewing all policies pay special attention to DED	According to school's monitoring timetable	All staff	Reasonable adjustments made.
		When analysing data, particular attention will be paid to pupils with SEND.	Termly	All staff Class Teachers TAs SENDCo Assessment Lead	Pupils with SEND who do not make appropriate progress in curriculum will receive opportunities for intervention/support.

	Access for visitors	Staff made aware of reasonable access when organising events. Statement on invitations asking parents /carers to inform organiser of access needs.	In place	ABL Office Manager	Parents/Carers attend events.
Eliminate discrimination	Disabled people have privacy.	Review upkeep of medical area as required on individual needs basis.	Ongoing	HT First Aiders	Fulfil needs of disabled children
	Raise awareness through staff training.	Staff briefings as required	Ongoing	All staff	No discrimination & increased awareness and ability to support with disabilities.
	Make appropriate forms of communication available i.e. Large print Letters	Awareness of the different forms of communication available and which stakeholders may require this support	Always	All staff ABL Office Manager	No discrimination & increased awareness and ability to support disabilities.
Eliminate harassment	Anti-bullying Policy review	1. PSHRE curriculum 2. E Safety curriculum	Annually Annually Ongoing Ongoing	All community	Empower pupils to report incidents Pupils who facilitate prejudice, receive education.
Promote positive attitudes	Adjustments as required	1. Access, support, provision overall.	In all activities with reasonable adjustments	All community	Stakeholders with disability feel happy, supported and part of the community.
		2. Through assemblies and through our curriculum presenting positive images of disabled people – sporting role models	Ongoing	All staff	Positive attitudes are nurtured and reflected across The Academy
		3. Ensure environment includes positive role models.	On going	All staff	Disabled pupils feel valued as members of The Academy community with role models.
		4. Staff model respectful attitudes to disabled pupils, staff and parents/carers.	On going	All staff	Disabled pupils feel valued as members of the academy community with role models.

Encourage participation in public life	Access to visits, residential visits	Consultation with EVC, children & parents/carers making sure participation is viable.	Every visit	All staff, children, EVC Parent/ Carers	Reasonable adjustments so participation is viable.
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	The Academy welcomes disabled staff into the workforce and encourages them to apply for all positions.	Adjustments as necessary will be made to allow staff with disabilities to pursue employment in line with The Academy guidelines. Records of staff disclosures regarding disabilities are kept confidentially. All job applicants will be treated equally. A policy of interviewing all applicants with disabilities who meet the minimum requirements for a job will be adhered to.	On going	HT/ABC	Equality of opportunity provided for within the application process. Adjustments made to enable disabled applicants to be employed.
	The Academy welcomes disabled representation on the LAB and PFA.	Encourage disabled people to put themselves forward as candidates in governor elections and to join the PTA.	On going	HT/LAB	Adjustments made so that people with disabilities can access positions of responsibility.
Taking steps to meet disabled people's needs	Buildings safe and fit for purpose.	1. Review Accessibility Plan particularly in terms of physical environment 2. Health & Safety committee. 3. Buildings survey	Consult external agencies re: facilitating access Ongoing as funding and need dictates	SLT & LAB	Access for all & adjustments made (e.g. maintain disabled toilet, parking space, footpath)
	All people with disabilities to have choice of communication.	Signs and symbols monitoring.	Annually as part of SEND monitoring.	All staff/SENCO	Adjustments made as required

Disabled stakeholders' needs met.	As funds allow, improve facilities to allow access and use of the building.	As needed	HT	Facilities appropriate
	Adjustments for disabled pupils including at breaks and lunchtimes, are provided as appropriate.	As needed	SENCO	Adjustments in place

This accessibility plan and the outcomes will be evaluated every three years to monitor the plan's effectiveness and ensure that it covers all areas of accessibility needed.

Links with other policies

- Health and safety policy
- Equality information and objectives (public sector equality duty)
- SEND policy
- Special educational needs (SEN) information report
- Supporting pupils with medical conditions policy

Signed by:	Date:
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Rachel Clarke SENDco	September 2025
Aimee Utting SEND governor	September 2025

**This document will be reviewed
September 26.**