
SPECIAL EDUCATIONAL NEEDS POLICY*

Colchester English Study Centre is a private language school, providing English language courses for adults and juniors. International Language Holidays is the junior summer programme of Colchester English Study Centre.

If a prospective student has specific learning needs or a disability the Centre will discuss these with the agent/parent/student before accepting enrolment.

Each individual will be looked at on a case by case basis, taking into account matters such as:

- Support requirements (technological, human, other)
- Teaching skills/qualifications required of the teacher(s)
- Suitability of the building

After discussion, a decision will be made on whether we can accommodate the student by making any reasonable adjustments in order to meet their needs. Any relevant documentation will be stored securely and kept confidential.
(See also our Disability and Accessibility Policy)

The Principal will inform the relevant teacher if a student they will teach has any identified specific learning needs, and may be given access to confidential reports, if appropriate. Teachers are required to be sensitive to the nature of the contents and to keep the information confidential.

Any teacher or member of staff who feels that an individual has specific learning needs or a disability not previously identified prior to enrolment must bring it to the attention of the Principal, who will provide appropriate support and advice.

CESC/ILH reserves the right not to allow a student to begin or continue a course if CESC/ILH learns that he or she is suffering from any illness, medical condition, or mental or

physical disability which has not been disclosed on the Enrolment Form.