

From The Disability Coordinator
Mrs Sheila Smith



ST ANNE'S COLLEGE
OXFORD, OX2 6HS

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Disability Disclosure Form

Educational institutions have a duty under the Equality Act (2010) to make 'reasonable adjustments' to ensure that students with disabilities are not placed at a substantial disadvantage in their access to services, assessment and teaching.

The University and its colleges make some adjustments in anticipation of disabled students' support requirements, e.g. improving physical access to buildings, but also appreciate that individuals are different and further changes may need to be considered and implemented.

Any disability disclosure will be dealt with confidentially and sensitively. If you tell us what your difficulties are then we can discuss appropriate support. If you have not previously told us about your disability, please tell us now.

In order to provide study support, relevant departments and colleges of the University may need to share information about your needs. Information will only be shared with your explicit consent on a need-to-know basis with relevant people, such as the lecturers and tutors who will teach you and relevant library and support staff.

Why it is important to disclose

We want you to have the best possible experience of College life and studying at St Anne's, Oxford. By disclosing in confidence the nature of your disability and by discussing your needs with professional staff we can put in place reasonable measures to assist you.

Who can assist you?

Here at St Anne's we have a Student Disability Coordinator, Mrs Sheila Smith, who liaises with the College Nurse, the College Doctors at the Jericho Health Centre, and the University Disability Advisory Service. She also works closely with the Senior Tutor, the Dean of Welfare and the Academic Registrar on academic matters and exam arrangements. We have excellent staff on the domestic side of College life who ensure that the necessary living and dining arrangements for students with disabilities are taken care of. (If you have an Open Offer we will pass the form to the college you are allocated in August).

| | | |
|--|------------------------------|-----------------------------|
| I consent to disclosure within the above limits | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

Signature _____

Name: _____

Date: _____

In some instances, you might wish for us to liaise with your parents or other named persons who remain closely involved in your support, such as health or social care professionals. Please give the details of anyone else who you are happy for us to contact in relation to your disability and support requirements:

Name/contact:

Please complete and return the form below:

First Name: _____ Family Name: _____

Email address _____ Course: _____

By registering with the University Disability Advisory Service you will enable us to receive recommendations for appropriate support. They will only share information with your permission. It would be helpful if you could give a brief description of your condition(s) and what reasonable support you would deem appropriate.

Please return this form in confidence to our Student Disability Coordinator:

**Mrs Sheila Smith
St Anne's College
Woodstock Rd
Oxford
OX2 6HS**

If you have any questions or need this form in an alternative format, please email: sheila.smith@st-annes.ox.ac.uk or telephone 0044 (0)1865 274840