

Additional Considerations Policy

APPROVED BY (Insert Board or Committee) ON (insert date)

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	

CHANGE CONTROL

Version:	1.1	
Approval route		
Approval committee (ELT, SELT, Board)	Date approved	Version
PM's	20/05/25	1.1
HOD's	20/05/25	1.1
Academic Board	21/07/25	1.1
SELT		
Name of author:	HE Registry	
Name of responsible committee:	Academic Board	
Related policies: (list)	Academic Regulation Support to Study Policy Disability Policy Additional Considerations Procedure Mental Health Policy	
Equality impact assessment completed	Date:	13/06/25
	Assessment type ☒ Full ☐ Part ☐ Not required	
Environmental Impact Assessment Completed	Date:	
	☐ Yes ☐ No ☒ Not required	
Policy will be communicated via:	Committee Structure, Student and Staff websites, VLE, CECIL	

Next review date:	July 2028
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1. POLICY STATEMENT

- 1.1 This policy applies to Leeds Conservatoire referred to as 'the Provider'. All students refer to all registered Undergraduate and Postgraduate taught students.
- 1.2 The Provider aims to provide all students with the support and guidance they need to successfully complete their programme of study. This Additional Considerations Policy is available should a student experience sudden, severe or unexpected circumstances that affect their ability to complete an assessment by the original deadline.
- 1.3 Students with an existing disability/disabilities or ongoing medical condition(s) should report these to the Disability team at the application stage, during enrolment, or as soon as possible thereafter, so that appropriate arrangements to support the student can be put in place to ensure that the student is not disadvantaged, such as a support plan. Students with support plans can utilise the Additional Consideration policy in the event of new or unforeseen personal circumstances.
- 1.4 Students can apply for additional considerations where they experience unexpected factors during their assessments, such as sudden significant illness of a family member or themselves, bereavement, injury, or unexpected caring responsibilities.

2. POLICY AIMS/OBJECTIVES

- 2.1 The Provider aims to operate equitable, valid and reliable processes of assessment which enable every student to demonstrate the extent to which they have achieved the intended learning outcomes for the credit or qualification being sought.
- 2.2 This policy applies to applications from students for additional considerations made in relation to the Provider's Higher Education awards and seeks to uphold the principles of fairness, consistency, equity and equal opportunities without compromising the integrity of course assessments.
- 2.3 Its purpose is to ensure that additional considerations applications are dealt with fairly, efficiently, in a timely manner and in accordance with the precepts set out in the UK Quality Code for Higher Education (2024) Principle 10: Supporting Students to achieve their potential and The Office for Students (OfS) B2 Condition of registration.

3. EQUALITY DIVERSITY AND INCLUSION

- 3.1 This policy has been written in accordance with the Equality Act 2010 to ensure students are not discriminated against throughout the additional considerations process.
- 3.2 We recognise that to promote equality, diversity and inclusion, our Additional Considerations Policy needs to be flexible and responsive.
- 3.3 We recognise that barriers may exist for individuals seeking to apply for additional considerations and we are dedicated to removing these as far as is possible.

4. CONFIDENTIALITY AND DATA PROTECTION

4.1 The additional considerations processes will comply with the General Data Protection Regulations. Data will be processed in line with the Group's Data Protection Policy.

5. ADDITIONAL CONSIDERATIONS

- 5.1. If a student has experienced circumstances outside of their control that are having a negative impact on their studies, they are advised to speak to a member of their course team initially to provide them with the details to why they think they need to request additional considerations towards their assessment.
- 5.2. Students eligible to apply for additional considerations will be stipulated in the Additional Considerations Procedure.
- 5.3. The student is responsible for making their application, providing appropriate supporting evidence and completing their Additional Consideration Application within the timeframes stipulated in the Additional Considerations Procedure.
- 5.4. Additional considerations applications must reach the Panel/Examinations team within the time-frame stipulated in the Additional Considerations Procedure and all evidence submitted has the right to be verified by the Panel/Examinations team; late applications will not be considered.
- 5.5. Requests for additional considerations submitted after meetings of the Board of Examiners Programme Board have already taken place will NOT be accepted under any circumstances. A student should instead follow the Academic Appeals Procedure.
- 5.6. Applications will be considered by the Examinations team in accordance with the Additional Considerations Procedure.
- 5.7. The result of the application will be communicated to the student by the Examinations team, within the time frame stipulated in the Additional Considerations Procedure.
- 5.8. Claims for additional consideration can have the following outcomes:
 - Upheld
 - Rejected
 - Returned to student for further information or evidence
- 5.9. Where a student applies for additional considerations and it is felt that the student is likely to be affected by the circumstances for a significant amount of time (for example, a Semester) the application may be discussed (where appropriate) with the disability team and/or relevant Student Support teams to provide a longer term support plan. This may also include suspension of studies.
- 5.10. All decisions and recommendations for successful applications will be presented to the appropriate Board of Examiners and where assessments are not yet complete this will be taken into consideration when making decisions about progression.
- 5.11. Where an application is rejected, the decision will not be presented to the relevant Board of Examiners.
- 5.12. Additional considerations will be considered for the current academic year or relevant stage of

study only.

5.13. Any costs incurred in collecting/supplying evidence are the responsibility of the student.

5.14. Students are responsible for obtaining all appropriate documentary evidence. The Provider will not seek documentary evidence on their behalf.

5.15. Only evidence written in English can be considered. It is the student's responsibility to obtain and submit a verified translation if the original evidence is in another language.

6. REVIEW

Owner: Registry

Introduced:

Last review: July 2025

Next Review: July 2028

The Provider reserves the right to review the policy at any time. This policy is reviewed regularly to ensure it remains effective and inclusive.

Change Summary		
Version	Date	Summary of Changes
1	12/08/2025	Procedural changes to the way students apply for additional considerations at Leeds Conservatoire as this is to be completed through SITS the new student records system. Procedural changes to combine the 2 separate processes in place at the 2 different sites.