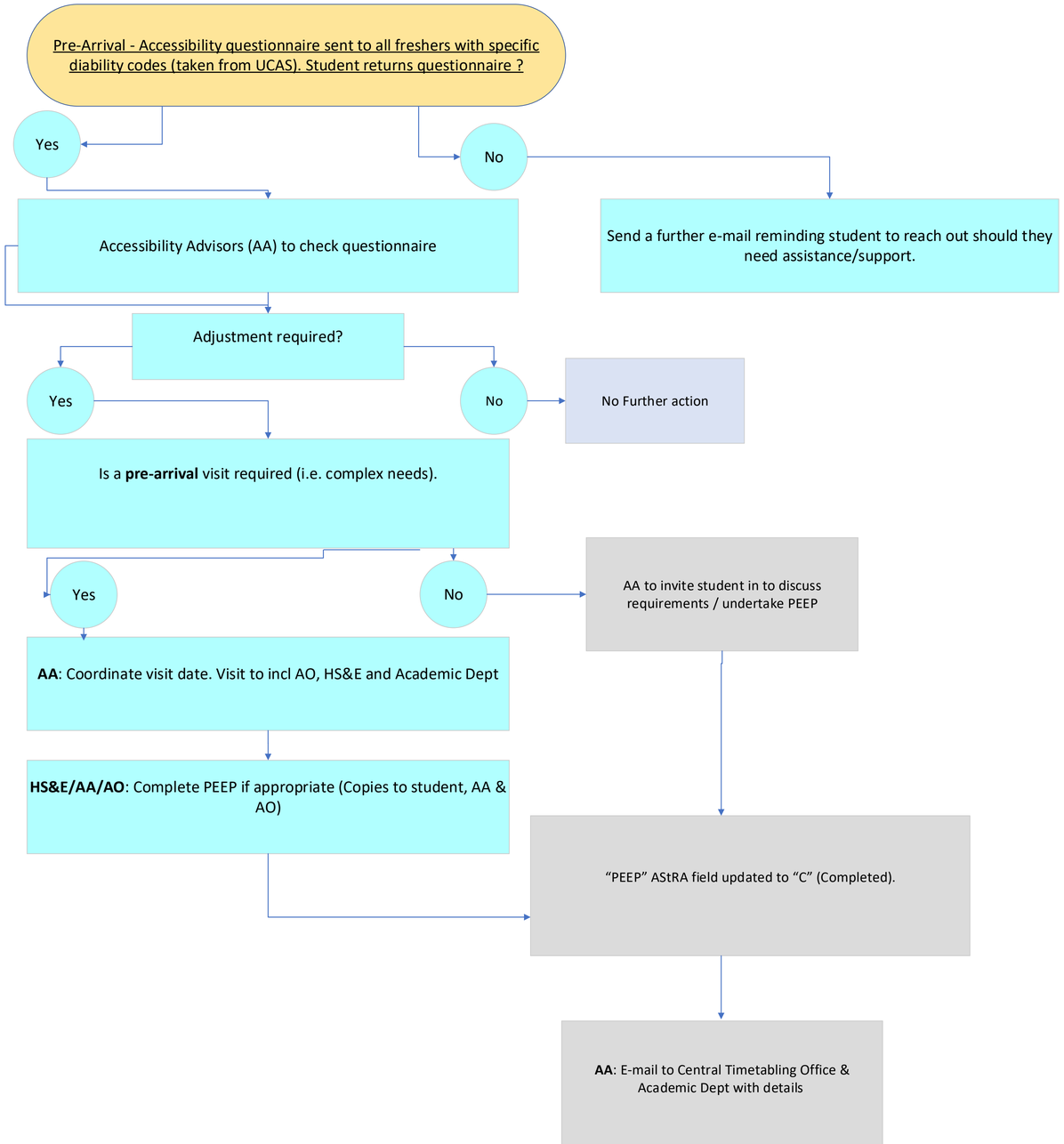
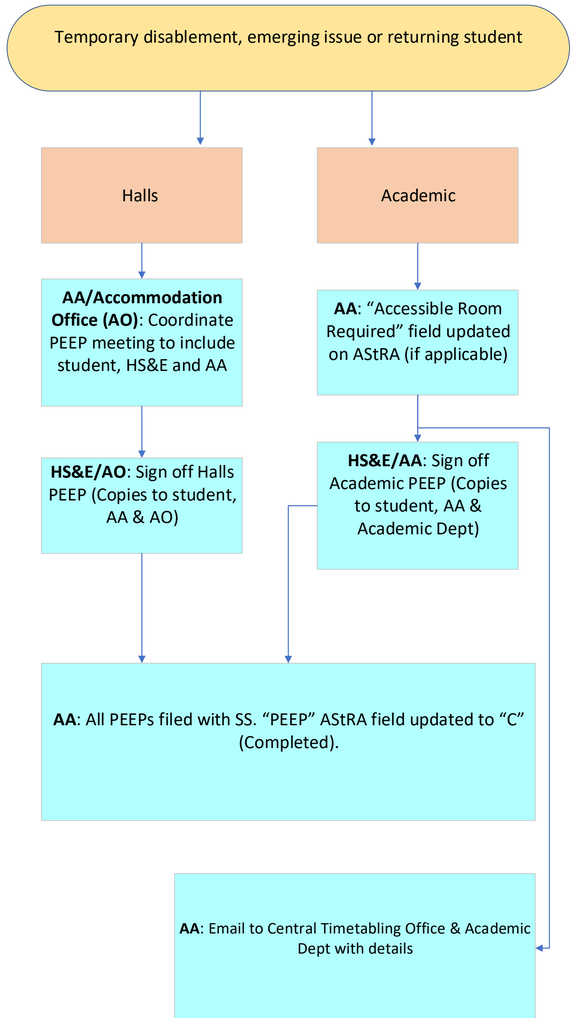

Pre-Arrival - Accessibility questionnaire sent to all freshers with specific diability codes (taken from UCAS). Student returns questionnaire ?
Yes
No
Send a further e-mail reminding student to reach out should they need assistance/support.
Accessibility Advisors (AA) to check questionnaire
Adjustment required?
Yes
No
No Further action
Is a **pre-arrival** visit required (i.e. complex needs).
Yes
No
AA to invite student in to discuss requirements / undertake PEEP
AA: Coordinate visit date. Visit to incl AO, HS&E and Academic Dept
HS&E/AA/AO: Complete PEEP if appropriate (Copies to student, AA & AO)
"PEEP" AStRA field updated to "C" (Completed).
AA: E-mail to Central Timetabling Office & Academic Dept with details


Temporary disablement, emerging issue or returning student
Halls
Academic
AA/Accommodation Office (AO): Coordinate PEEP meeting to include student, HS&E and AA
AA: "Accessible Room Required" field updated on AStRA (if applicable)
HS&E/AO: Sign off Halls PEEP (Copies to student, AA & AO)
HS&E/AA: Sign off Academic PEEP (Copies to student, AA & Academic Dept)
AA: All PEEPs filed with SS. "PEEP" AStRA field updated to "C" (Completed).
AA: Email to Central Timetabling Office & Academic Dept with details