



Sundial Court Medical Accommodation Applications Policy

This policy is of relevance to staff / applicants / students

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Purpose

This policy outlines the criteria under which students may apply for accommodation at Sundial Court on medical or disability grounds. It ensures compliance with the Equality Act 2010 and supports a fair, transparent allocation process.

1. Guiding principles

The School is committed to equality, inclusion, and supporting students with disabilities and long-term health conditions in accordance with the Equality Act 2010.

The purpose of a medical application is to ensure that accommodation arrangements do not place a student at a substantial disadvantage due to a disability or medical condition.

Priority for accommodation on medical grounds will be based on functional impact, not diagnosis alone.

2. Eligibility

Applications on medical or disability grounds will be considered where:

- The student has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities; and
- There is clear evidence that specific accommodation at Sundial Court is necessary to remove or reduce a disadvantage linked to that impairment.

Examples that may justify priority allocation include:

- Mobility impairments requiring accessible facilities or ground-floor accommodation
- Medical conditions requiring proximity to the campus for treatment, or rest
- Disability-related additional transitional support needs that can only be reasonably accommodated in Sundial Court.

Medical conditions and disabilities include but are not limited to; physical, mental, sensory or social-communication conditions, and specific learning difficulties.

Where support needs may change, priority places are allocated for one academic year only.

Where a student's needs are unchanging (for example, a lifelong medical condition, permanent mobility condition, or sensory impairment), students may be eligible for a priority place for the duration of their course.

Returning students must still submit an application each academic year so that their accommodation requirement is recorded and confirmed on the system. Where needs are unchanging and this is clearly stated in the original supporting evidence, students will not be required to submit further medical evidence as part of their annual application.

3. Applications not normally eligible for medical priority

While each case will be considered individually, applications based solely on the presence of a diagnosis, without evidence of substantial accommodation-related impact, will not normally qualify.

Examples include:

- Specific learning differences (e.g. dyslexia, dyspraxia) where no additional accommodation needs are identified
- Concerns where the primary impact relates to study skills or time management
- General concerns about transitioning to London or university life that are not disability specific.

Students with these conditions are encouraged to register with Student Services for appropriate academic and wellbeing support.

4. Evidence requirements

Applicants must provide medical or professional evidence (e.g. from a GP, consultant, or mental health professional) that:

- Confirms the diagnosis or condition
- Describes how it substantially impacts daily living and
- Explains how the requested accommodation arrangement would mitigate or remove that impact.

5. Assessment, risk assessment, and decision-making

Applications will be reviewed by a panel including members of the Student Support Team and the Accommodation Manager.

Applicants may be invited to attend an accommodation support meeting to discuss their application, clarify needs, and explore reasonable adjustments. This meeting may include, or lead to, a formal risk assessment where appropriate.

The range of accommodation available is limited; for example, Sundial Court does not have ensuite or private bathroom or kitchen facilities. There may be cases where a student's medical condition or disability impacts their ability to carry out normal day-to-day activities, but accommodation at Sundial Court would not remove or reduce the related disadvantage.

Following the accommodation support meeting, the panel will consider all information provided and reach a decision regarding priority status. In some cases, the support meeting may include a formal risk assessment, or a risk assessment may be undertaken as part of the decision-making process.

Applicants will not receive an outcome at the meeting.

All applicants will be informed of the outcome in writing via email once the panel has completed its consideration and any required risk assessment.

6. Review and appeal

If a medical priority application is not approved, students may request a review or appeal the decision in line with the School's established procedures, outlined below.

Once the panel has assessed an application, a review of the outcome will only take place if there is evidence that the student's needs have changed since the original application was made, and the applicant has submitted a new application with the updated supporting information and evidence. If you have any questions about the appeals process, please contact sundial-medical-disability@gsmd.ac.uk

If a student feels that evidence may have been overlooked by the panel or believes there to be extenuating circumstances that were not part of the original application and could not have been made known to the panel for good and over-riding reason, they should appeal via email to casework@gsm.ac.uk.

The appeal should be submitted within 10 working day of receipt of the panel's decision. The appeal should be in writing and state clearly the reasons for appeal providing supporting evidence.

If there appears to be just cause for an appeal, a member of the Student Conduct, Appeals and Complaints team within Registry will investigate the appeal and make a decision on whether the appeal can be upheld or not. The decision of the investigator will be final. Where the appeal is upheld, it will be recommended that the panel reassess the application based on the new available evidence.

Late applications

Applications on the grounds of medical condition /disability can be submitted at any point of the year and a panel will be convened to review.

If you meet the criteria for a priority place, you will be placed on the waiting list and contacted if a room becomes available.

7. Equality and fairness

This approach ensures that the School continues to meet its duties under the Equality Act 2010 and the Public Sector Equality Duty, while allocating limited accommodation resources fairly and in accordance with demonstrable need.