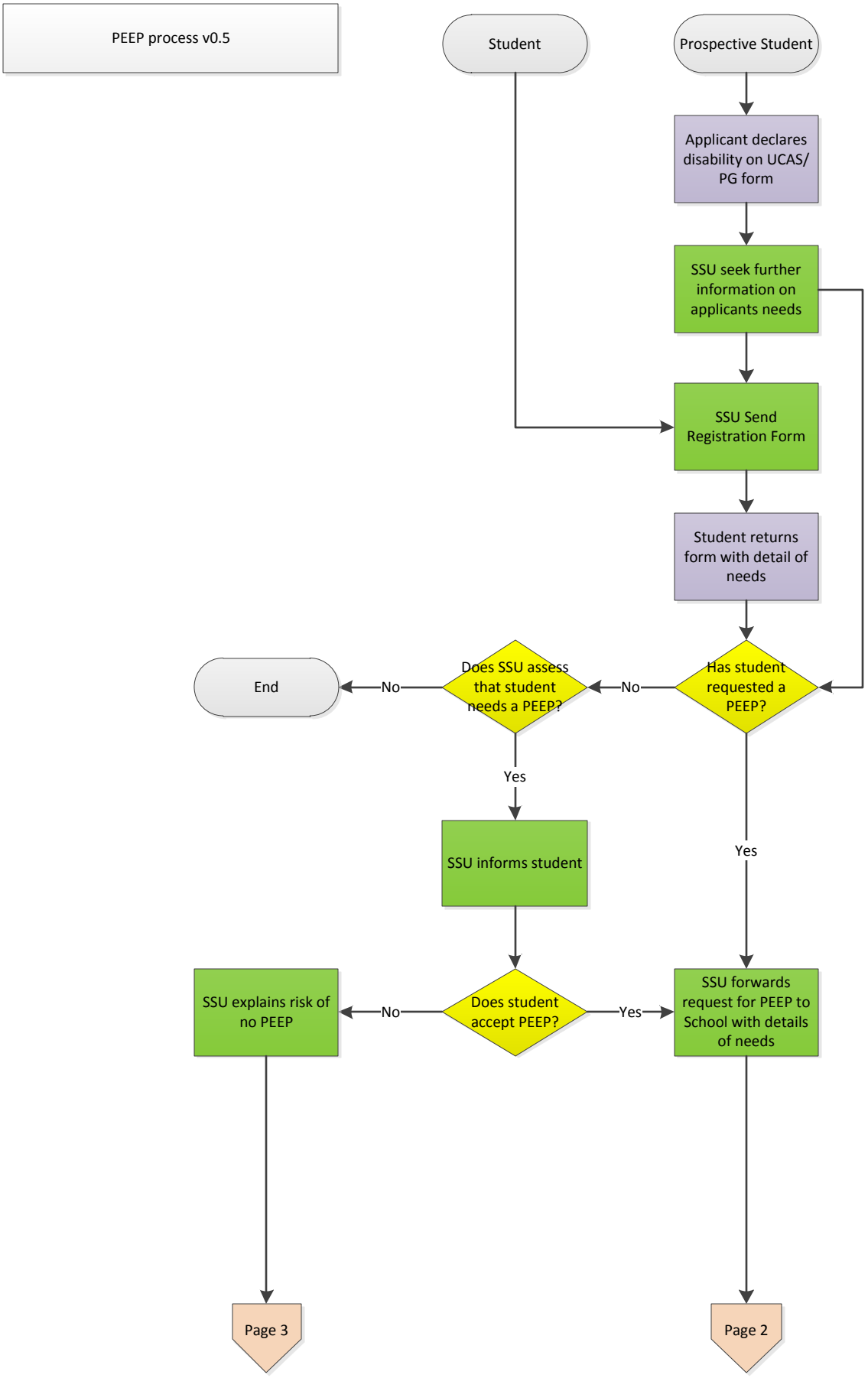
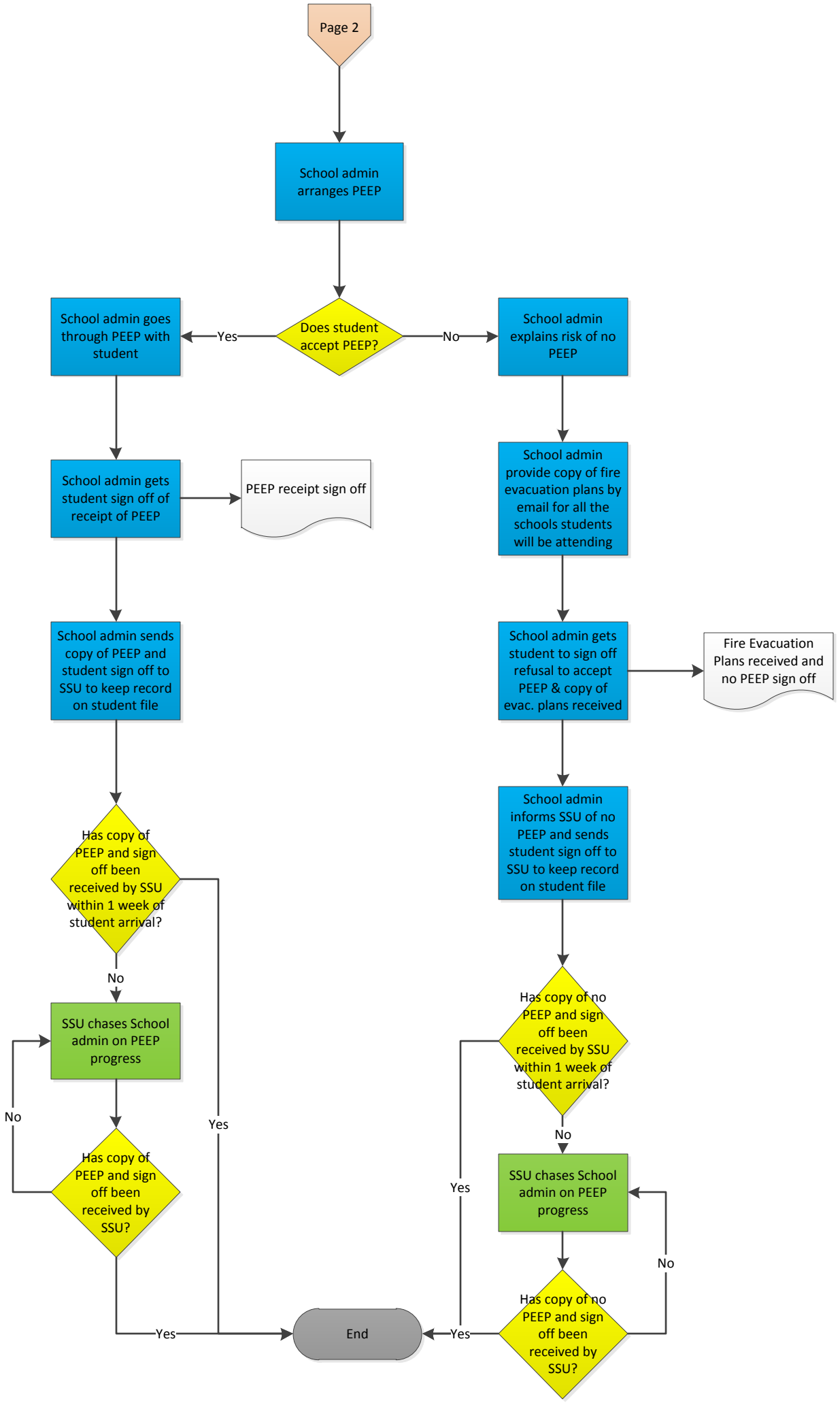
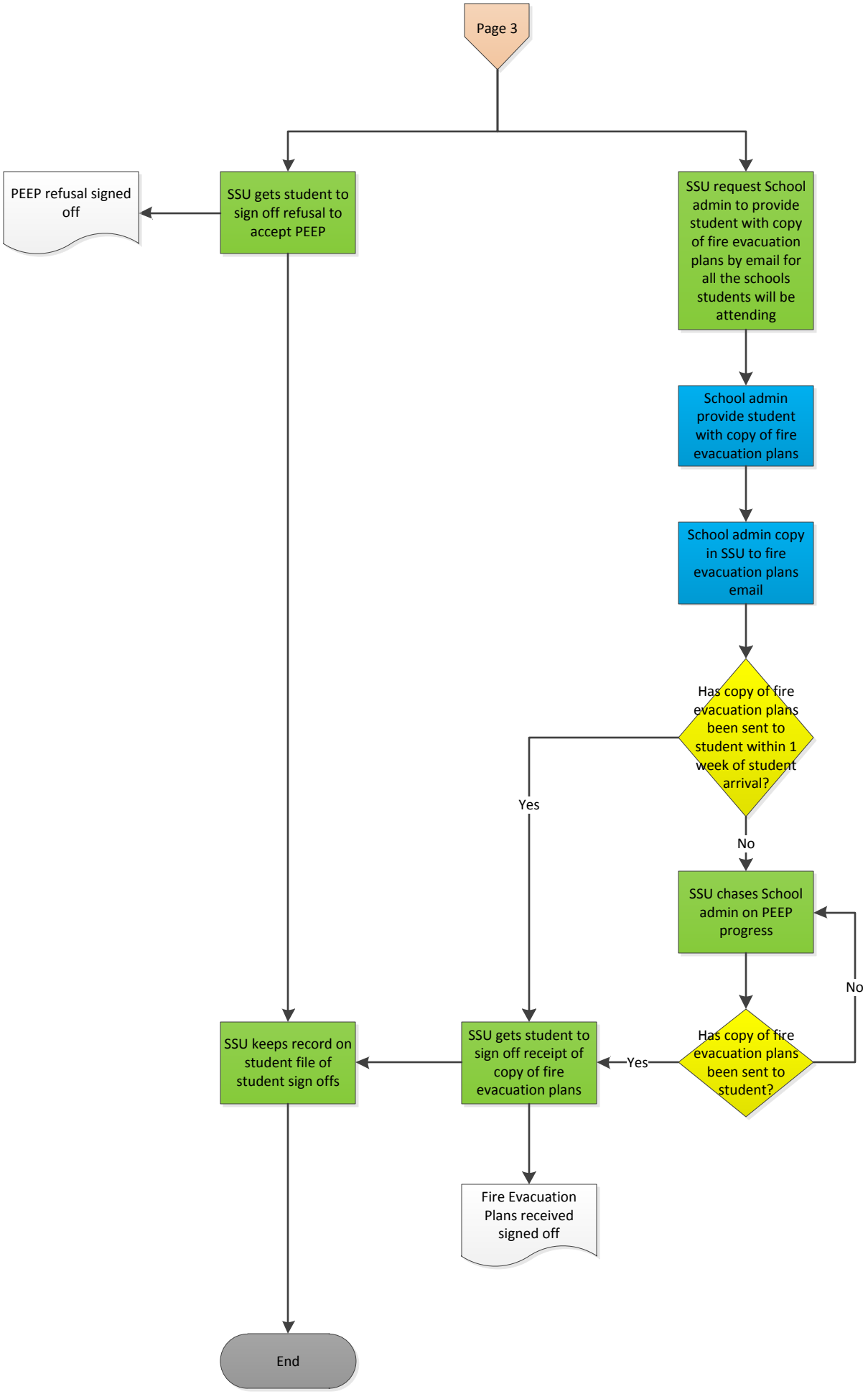
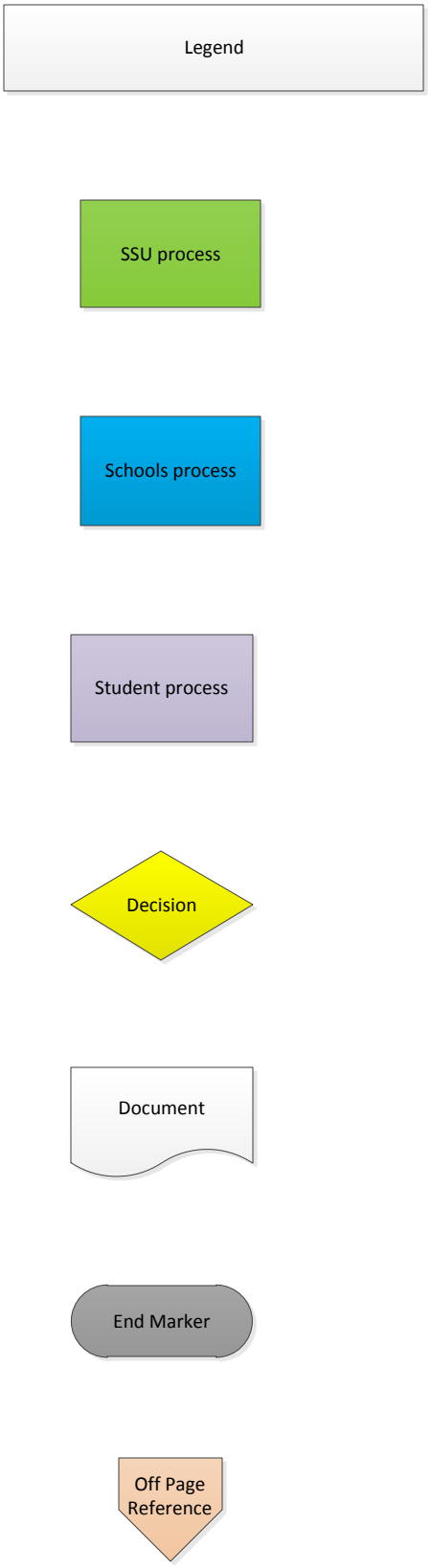

PEEP process v0.5
Student
Prospective Student
Applicant declares disability on UCAS/ PG form
SSU seek further information on applicants needs
SSU Send Registration Form
Student returns form with detail of needs
Has student requested a PEEP?
No
Does SSU assess that student needs a PEEP?
No
End
Yes
SSU informs student
Yes
Does student accept PEEP?
No
SSU explains risk of no PEEP
Yes
SSU forwards request for PEEP to School with details of needs
Page 3
Page 2


Page 2
School admin arranges PEEP
Does student accept PEEP?
Yes
No
School admin goes through PEEP with student
School admin explains risk of no PEEP
School admin gets student sign off of receipt of PEEP
PEEP receipt sign off
School admin provide copy of fire evacuation plans by email for all the schools students will be attending
School admin sends copy of PEEP and student sign off to SSU to keep record on student file
School admin gets student to sign off refusal to accept PEEP & copy of evac. plans received
Fire Evacuation Plans received and no PEEP sign off
School admin informs SSU of no PEEP and sends student sign off to SSU to keep record on student file
Has copy of PEEP and sign off been received by SSU within 1 week of student arrival?
No
SSU chases School admin on PEEP progress
No
Has copy of PEEP and sign off been received by SSU?
Yes
Yes
Has copy of no PEEP and sign off been received by SSU within 1 week of student arrival?
No
SSU chases School admin on PEEP progress
Yes
No
Has copy of no PEEP and sign off been received by SSU?
Yes
End


Page 3
PEEP refusal signed off
SSU gets student to sign off refusal to accept PEEP
SSU request School admin to provide student with copy of fire evacuation plans by email for all the schools students will be attending
School admin provide student with copy of fire evacuation plans
School admin copy in SSU to fire evacuation plans email
Has copy of fire evacuation plans been sent to student within 1 week of student arrival?
Yes
No
SSU chases School admin on PEEP progress
No
Has copy of fire evacuation plans been sent to student?
Yes
SSU gets student to sign off receipt of copy of fire evacuation plans
SSU keeps record on student file of student sign offs
Fire Evacuation Plans received signed off
End


Legend
SSU process
Schools process
Student process
Decision
Document
End Marker
Off Page Reference