

How to create a Website Accessibility Statement

A Best Practice Guide from the National Disability Authority



Accessibility Statement Template

[Your organisation's name] is committed to:

- **Maintaining an accessible website.** We state our commitment to this in [a document name, such as a Customer Charter].
- Ensuring that this website achieves “Level AA” conformance to the Web Content Accessibility Guidelines (WCAG) 2.0, to comply with the National Disability Authority’s Code of Practice on Accessibility of Public Services and Information Provided by Public Bodies. (The National Disability Authority’s Centre for Excellence in Universal Design has an introduction to policy and legislation relevant to Universal Design in Ireland.)
- Ensuring that all new information on the website will achieve “Level AA” conformance to the Web Content Accessibility Guidelines (WCAG) 2.0.
- **Including accessibility when we procure** 3rd-party systems or upgrades to existing systems.

This website’s conformance with official accessibility guidelines

The website currently has [the conformance rating given in the last web accessibility audit] conformance to the Web Content Accessibility Guidelines (WCAG) 2.0. Our most recent web accessibility audit for this website was on [date of the last web accessibility audit].

Areas for improvement and time-lines

We are aware of some areas on the website where we could improve accessibility. We are currently working to achieve this. We hope that this website will achieve “Level AA” conformance to the Web Content Accessibility Guidelines (WCAG) 2.0 by [deadline for conformance].

Areas for improvement, time-lines for improvement, and alternatives			
Section of website	Need for improvement	Time-line for improvement	Alternative access
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[Name of section of website]	[First accessibility problem, such as incorrect use of headers, reliance on a mouse, insufficient colour contrast, and so on]	We hope to have improved the accessibility of the [name] section of the website by [deadline].	If you have problems using the [name] section of the website, call us on [phone number] and ask to speak to [part of your organisation]. You can also write to us at [address of the organisation]. [Adjust this cell as necessary]
[Name of section of website]	[Second accessibility problem here, such as incorrect use of headers, reliance on a mouse, insufficient	We hope to have improved the accessibility of the [name] section of the website by [deadline].	If you have problems using the [name] section of the website, call us on [phone number] and ask to speak to [part of your organisation]. You can also write to us at

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Section of website	Need for improvement	Time-line for improvement	Alternative access
	colour contrast, and so on]		[address of the organisation]. [Adjust this cell as necessary]

How to send feedback on this website's accessibility

We welcome feedback on the accessibility of this website.

- Email us at [email address]
- Phone us on [phone number].
- Visit us at [address], Ireland.
- Write to us at [address], Ireland.

Accessibility features of this website

[First feature, such as resizable text]

[Description of how this feature can help users]

[Another feature, such as compatibility with screen-readers]

[Description of how this feature can help users]