

**POLICY FOR ENTRANCE TEST ACCESS ARRANGEMENTS FOR APPLICANTS WHO HAVE
SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES OR TEMPORARY
CONDITIONS**

Key staff;

Mrs F Uschmann
Mrs C Cirino
Mrs S Harrison
Mrs A Pearson

Admissions Officer
SLT – in charge of Exams
Exams Officer
SENCO

Introduction

Some pupils who apply to sit the entrance tests may be considered to be at a disadvantage due to a special educational need and/or a disability (SEND).

The Equality Act 2010 places a duty upon schools not to discriminate against SEND pupils in their access to education. Schools therefore have a duty to make reasonable adjustments, such adjustments may include making access arrangements for tests/assessments/exams- where evidence exists to show that such arrangements are required.

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for an applicant preventing them from being placed at a **substantial disadvantage** as a consequence of persistent and significant difficulties or a temporary injury. The integrity of the assessment is maintained, whilst at the same time providing access to it for the applicant.

The arrangement(s) put in place must reflect the support given to the applicant in his/her current school, *e.g. in the classroom or in internal school tests*. This is commonly referred to as 'normal way of working'. The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment.

Applicants with disabilities and/or learning difficulties are likely to have a number of the needs and may require a range of access arrangements, and may include:

- a prompter
- separate invigilation
- alternative accommodation arrangements
- extra time
- a reader
- coloured overlays (to be provided by parents)
- a scribe would not normally be required for the entrance exam as there is no extended written component in the test. (Please contact the SENCO for further information about the scribe)

Arrangements for those with a temporary illness or injury will be considered on a case by case basis.

Access arrangements that offer candidates an unfair advantage over others will not be made.

Please note that it may be necessary to move your child's test date to another date in order for the access arrangements to be facilitated.

The Process

When you register for the entrance exam, you will be asked to indicate whether your child has a disability and or special educational need for which access arrangements may be required. If

you think access arrangements are required, you should contact the school as indicated on the registration form.

The Evidence

You will need to provide evidence of the need for access arrangements to the school. You can speak to the Admissions Officer or the SENCO about this.

Evidence required will usually be:

- An Education Health Care Plan
- A report from a registered Educational Psychologist detailing your child's difficulties and the need for access arrangements
- A consultant's report detailing medical / physical needs
- A specialist report from another professional such as Speech Language Therapy; Physiotherapy detailing your child's needs

Please note:

- A letter from a doctor; your child's primary school or other professional requesting assess arrangements is not sufficient evidence
- Copies of screening tests alone will not suffice as evidence of need
- The arrangements requested should reflect their 'normal way' of working within their current setting

If your child has a temporary condition or illness, please contact the Admissions Officer in the first instance to discuss your child's needs.

Decision Making

The SENCO will, in consultation with colleagues involved in the entrance test process, decide on whether arrangements will be awarded. If further information is required, the SENCO will contact parents.

Once the SENCO has decided on the arrangements to be permitted, they will inform the Exams Officer and the Admissions Officer. The Exams Officer and Admissions Officer will then allocate a date for your child to sit the test with the arrangements in place.

The SENCO will only contact parents if a decision has been made not to permit the requested access arrangements. If you disagree with this decision and can provide further evidence to support your request for access arrangements, you must submit this evidence **no less than three working days before your child's test date.**

Responsibilities

It is parent's responsibility to:

- Submit the application for access arrangements and **all** supporting evidence to the school well in advance of the entrance exam series
- Specify the nature of the access arrangements requested
- Liaise with other parties (such as the applicant's current school/other professionals as required) to ensure that the necessary evidence is submitted with the application
- Provide any materials (such as coloured overlays) that may be reasonably required following the outcome of the request for access arrangements

It is the school's responsibility to:

- Review the application and supporting evidence in detail

- Determine any access arrangements that will be made ensuring that without such an arrangement the applicant would be at a substantial disadvantage
- Communicate the outcome of the assessment to parents if the outcome is such that access arrangements will not be permitted

For further information about the entrance test, please contact the Admissions Officer.

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