



Access Arrangements Request

Access arrangements will be agreed before the entrance test. They allow candidates with special educational needs, disabilities or temporary injuries to access the test and show what they can do without changing the demands of the test. The intention behind an access arrangement is to meet the particular needs of an individual applicant without affecting the integrity of the exam. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires the School to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. Whether an adjustment will be considered reasonable will depend on a number of factors, which will include, but are not limited to:

- The needs of the disabled applicant,
- The effectiveness of the adjustment,
- The cost of the adjustment; and
- The likely impact of the adjustment upon the applicant and the other applicants.

The evidence of need required by the School will vary depending on the disability and the access arrangement(s) being applied for. There are no set adjustments for a certain condition - each case is different and is assessed on an individual basis. Each request is assessed by the College SENDCo whose role is to ensure your child is not placed at a disadvantage due to a disability.

Equally the SENDCo must be mindful not to place a child at an unfair *advantage* over other candidates by granting adjustments that are not required or relevant. The SENDCo will make a decision with the format of this specific test in mind. For example, a child may have additional time and/or a scribe in written tests at school due to a difficulty with extended periods of writing. This does not mean that the child will receive the same adjustment in this entrance test. As a multiple-choice test there is no writing involved so in this example the SENDCo would likely refuse a request for additional time/scribe.

Where a request for 25% additional time is made, therefore, it will only be granted where there is evidence of substantial impairment or exceptional circumstances. To evidence such circumstances, parents should provide the School with an Education, Health and Care Plan or relevant official SEND Assessment Report detailing educational needs and adjustments that are required. All documentation must be on an official letterhead and show the Assessors full name, qualifications and demonstrate how the assessment results were reached. In addition, an Access Arrangements Request Form should be completed by the applicant's primary school to confirm the applicant's normal way of working. The primary school may be consulted. All information should be submitted by no later than Friday 12th July 2024. **Both the completed Access Arrangements Form and supporting SEND evidence will be required to consider the request.**

It is not the School's responsibility to obtain information in relation to a request for access arrangements - this must be provided by the parents/carers.



Access Arrangements Request Form
To be completed by the Applicant's Primary School

Applicants Full Name	
Primary School	

What, if any, access arrangements are currently in place for this applicant within his “ normal way of working ”?	
Does this applicant currently receive additional time within his “ normal way of working ” in the classroom? If yes, please confirm how much additional time is given.	Yes / No %
Does this applicant currently receive additional time in any tests/assessments? If yes, please confirm how much additional time is given.	Yes / No %
Does the applicant have an Education Health and Care Plan or official SEN Assessment Report which confirms access arrangements requirements? A copy will need to be provided along with this form as evidence.	Yes/No
Does this applicant have at least one standardised score relating to an assessment of speed of reading/reading comprehension/writing or cognitive processing which falls below 85?	Yes / No
If yes, please state which?	
Does the applicant require any of the following for the assessment? (a) Extra Time (b) Large print A3 Question booklets and Answer Sheets (c) Coloured filters (applicant to provide) (d) Coloured paper (e) Other	Yes / No Yes / No Yes / No Yes / No Yes / No
If other, please state which?	
Please provide any other information (please continue on a separate piece of paper if required):	

Please give the name of SENCo or Teacher to contact regarding the information provided on this form:

Name: _____ Position _____

Contact email & telephone number: _____

Head Teacher to sign _____ Date: _____