



Access Arrangements Request Information

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 resources available,
- 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 access arrangements 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 (EHCP), relevant official SEND Assessment Report or formal diagnosis 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. **Evidence of the Access Arrangement requirement must be highlighted clearly within EHCP documents, Assessment Reports or Diagnoses before they are submitted.**

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 following receipt of the form. All information should be submitted by no later than **3 days before the date of the test.**

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.