

ENTRANCE EXAMINATION CONCESSIONS & ACCESS ARRANGEMENTS (SENIOR SCHOOL 11+ & 16+)

This policy applies to the Senior School.

In line with the Equality Act 2010, the intention behind concessions and access arrangements for Alleyn's School Entrance Examinations is to make 'reasonable adjustments' to allow candidates with specific learning differences, disabilities and long-term medical conditions, or for whom English is an Additional Language, to access the examination/written assessment and show what they know and can do.

All requests for entrance examination concessions and access arrangements are determined in accordance with the Joint Council for Qualifications guidelines.

Disabilities and Medical Conditions

At 11+, applications for examination concessions/access arrangements for a candidate on account of a disability, an injury or a long-term medical condition should be supported by the written recommendations of an independent and appropriately-qualified physician or other medical professional. This report should confirm that the candidate's disability or medical condition has resulted in persistent and significant difficulties when accessing and processing information, for which they will require access arrangements.

At 16+, a signed file note from the SENDCo of the candidate's current school that confirms the pupil's underlying difficulties, their normal way of working and current access arrangements is acceptable evidence.

Extra Time

Candidates with a specific learning difference may be allowed extra time for the completion of a paper or papers. At 16+ the SENDCo of the candidate's current school must confirm in writing that such a concession is already the candidate's normal way of working and being examined (a copy of a signed JCQ Form 8 is acceptable).

At 11+ extra time will be granted only where the School receives a full copy of a diagnostic report that includes a specific written recommendation for extra time from an appropriately-qualified and registered professional (eg educational psychologist or a specialist teacher with a current SpLD Assessment Practising Certificate) following his/her assessment of the child. The assessment giving rise to the recommendation must have taken place within two years of the entrance examination/written assessment. The recommendation for extra time must clearly show one below-average standard score of 84 or below, **or** two or more standard scores of 85 - 89 in an assessment of speed of reading, speed of writing or cognitive processing measures.

Where the School has received specific and appropriate recommendation, up to 25% extra time will be allowed for the completion of a paper or papers, other than the Reasoning examinations at 11+.

Computers

Candidates may be allowed the use of School computers only where certain conditions are met. At 11+ School computers may be allowed for the English examination paper but their use is not appropriate for the other examination papers. At 16+ School computers may be used for the Critical Writing assessment provided any of the conditions below are met.

The use of a School computer may be granted to candidates where it is their normal way of working and is appropriate to their needs. This might include candidates with:

- A specific learning difference which has a substantial and long-term adverse effect on their ability to write legibly and/or results in difficulties with planning and organising their writing
- A medical condition
- A physical disability (including a temporary injury)
- A sensory impairment
- Poor handwriting.

A request for the use of a School computer must be supported by a letter from the SENDCo of the candidate's current school confirming it is their normal way of working **and** providing evidence of their specific need. The request will **not** be granted because a candidate prefers to type rather than write **or** can work faster on a keyboard **or** because he/she uses a computer or laptop at home.

The School will always provide the computer or laptop (unless particular, usually medical, circumstances dictate otherwise) and the software used will have the grammar and spelling checks removed. The candidate's work will be printed out by the invigilator.

Extra time plus the use of a computer

In order for the School to allow a candidate extra time AND the use of a School computer, at 16+ the SENDCo of the candidate's current school must confirm in writing that such concessions are already the candidate's normal way of working and being examined (a copy of a signed JCQ Form 8 is acceptable). At 11+ the educational professional's report must demonstrate persistent difficulties with the candidate's speed of handwriting, with a below-average measured score (84 or below) and additional below average difficulties in:

- Speed of reading, or
- Cognitive processing measures (eg phonological, auditory or visual processing, or working memory).

English as an Additional Language (EAL)

Candidates for whom English is an additional language may use an approved bilingual translation dictionary (provided by the School) for examination papers (other than English) if this reflects their normal way of working. Such candidates may also be allowed extra time in the examination if they have been resident in the UK for **less than three** years at the time of the examination, unless one or both parents are fluent in English, or the candidate has been educated in an international school where some or the entire curriculum was delivered in English, **or** prior to their arrival in the UK the candidate was prepared for or entered for IGCSE qualifications where the question papers were set in English.

Other Access Arrangements

The School will consider requests for other access arrangements, if made in writing with supporting documentation.

IMPORTANT NOTES

Application and Notification

Parents seeking special examination arrangements of any kind for a candidate must send a detailed, written request and supporting documentation to reach the Registrar **before the application closing date**. The

School will respond in writing to confirm which, if any, special arrangement will be made for the candidate. Once confirmed, arrangements cannot be altered. **Late requests will not be accepted.**

Access Arrangements and Learning Support Arrangements should a place be offered and accepted (16+)

Please note that any access arrangements that we may grant for 16+ entrance assessments will stand only for these entrance assessments and we can make no guarantee that these will apply in the future should a candidate be offered and accept a place at Alleyn's. Should you choose to accept an offer of a place at Alleyn's, this is on the basis that any access arrangements and learning support arrangements will be subject to assessment and approval by the School's Head of Learning Support. JCQ approved examination access arrangements do NOT automatically transfer between exam centres.

Admissions enquiries:

Registrar, Alleyn's School, Townley Road, London SE22 8SU

Tel: 020 8557 1500

Email: registrar@alleyns.org.uk