

ENTRANCE EXAMINATION CONCESSIONS & ACCESS ARRANGEMENTS

In line with the Equality Act 2010, the intention behind concessions and access arrangements for Alleyn's Junior School assessments 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

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.

Extra Time

Candidates with a specific learning difference may be allowed extra time for the completion of a paper or papers. This 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 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 or below, in an assessment of speed of reading, speed of writing or cognitive processing measures.

Computers

Candidates may be allowed the use of School computers only where certain conditions are met. At 9+ School computers may be used for the Creative Writing section. 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 candidate's school confirming it is their normal way of working **and** providing evidence of their specific need, or following the recommendation of an educational psychologist. 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, the educational professional's report must demonstrate persistent difficulties with the candidate's speed of handwriting, with below-average measured scores (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

For entry into Alleyn's Junior School, candidates for whom English is an additional language will have this taken into consideration and any perceived difficulties may be discussed with the child's current school. All languages spoken and any concerns regarding level of English spoken or understood should be declared on the application form.

Other Access Arrangements

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

IMPORTANT NOTE

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.

4+, 7+ and 9+ admissions enquiries:

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

Tel: 020 8557 1519 Email: juniorregistration@alleyns.org.uk

Author/Reviewed by	Patricia Reed
Position of Author/Reviewer	Head of Learning Support
Date	June 21
Review Frequency	Annual
Next Review Date	June 22