



Alleyne's Junior School Policies & Procedures

Name of Policy	Entrance Examination Concessions and Access Arrangements (Junior School)
ISI Regulation	Part 3: Welfare, Health and Safety and other legislation; 15a
Reviewed by	Alleyne's Governing Board
Author/SMT	Mrs E Stoikou (Junior School Head of Learning Support) Mr S. Severino (Junior School Head)
Date of school review	September 2024
Date of next school review	September 2025

This policy applies to the Junior School

In line with the Equality Act 2010, the intention behind concessions and access arrangements for Alleyne'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.

Evidence required

Applications for examination concessions/access arrangements for a candidate on account of a disability, an injury, a long-term medical condition or specific learning difference should be supported either by:

- i. the written recommendations of an independent and appropriately qualified professional, physician or other medical professional, confirming 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; or
- ii. a signed file note from the SENDCo/Head of Learning Support of the candidate's current school that confirms the pupil's underlying difficulties, their normal way of working and current access arrangements, supported by relevant evidence (e.g., reports, screening results, Pupil Profiles etc).

Reports, recommendations or signed file notes will need to be accompanied by supporting documentation which provides evidence that particular access arrangements are part of normal classroom practice.

Parents seeking special examination arrangements of any kind for a candidate must send 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. **We are not able to accept late requests.**

Access arrangements will be determined according to the evidence submitted and are ordinarily limited to 25% extra time or use of a word processor.

Please note that 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.

A request for the use of a School computer 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.

Please note that any access arrangements that the School may grant for entrance assessments will stand only for these entrance assessments. The School cannot guarantee that these exact arrangements will apply for future assessments, and will need to be evaluated in line with Alleyn's Equal Opportunities Policy, should the candidate be offered and accept a place at Alleyn's.

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+ Admission Enquiries:

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

Tel: 020 8557 1519

Email: juniorregistration@alleyns.org.uk