



Name of Policy	Entrance Exam Concessions and Access Arrangements (Senior School 11+ and 16+)
ISSR	Part 3: Welfare, Health and Safety of Pupils and other Legislation
Reviewed by	Alleyne's Governing Board
Author/SMT	Ms L Mawer, Registrar/Dr T Durno, Deputy Head (Academic)
Date of school review	September 2023
Date of next school review	September 2024

This policy applies to the Senior 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 physician or other medical professional; 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.

At 16+ a copy of a signed JCQ Form 8 is acceptable.

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 and/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.

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.

IMPORTANT NOTES

Access Arrangements and Learning Support Arrangements should a place be offered and accepted

Please note that any access arrangements that the School may grant for 16+ entrance assessments will stand only for these entrance assessments and the School can make no guarantee that these will apply in the future should a candidate be offered and accept a place at Alleyn's. Should the offer of a place at Alleyn's be accepted, this will be 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. The School would also ask for any available reports that detail the pupil's specific needs to be provided to School.

Admissions enquiries:

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

Tel: 020 8557 1500

Email: registrar@alleyns.org.uk