

# Alleyn's Oakfield & Alleyn's Junior School



## Policies & Procedures

Name of Policy	Entrance Examination Concessions and Access Arrangements (Junior School)
ISSR	Part 3: Welfare, health and safety of pupils
Reviewed by	Alleyn's Governing Board
Author/SLT	Mrs E Stoikou (Alleyn's Junior School Head of Learning Support) Mr Danny Walsh (Alleyn's Oakfield Designated Safeguarding Lead) Mr S Severino (Alleyn's Junior School Head) Mrs Alison Wright (Alleyn's Oakfield Head)
Date of school review	February 2026
Date of next school review	September 2026

This policy applies to Alleyn's Oakfield and Alleyn's Junior School (often referred to as 'the School'), including EYFS.

In line with the Equality Act 2010, the intention behind concessions and access arrangements for Alleyn's Oakfield and Alleyn's Junior 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 by 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. Additional information may be requested by the School.

**Parents applying to both Alleyn's Oakfield and Alleyn's Junior School who are seeking special examination arrangements of any kind for a candidate must send supporting documentation to reach the Alleyn's Junior School Registrar before the application closing date.** The Alleyn's Junior School Registrar will process applications for

both schools. 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. The submitted reports will need to demonstrate that a candidate has obtained the appropriate scores to qualify them for access arrangements in different areas related to their speed of working. Depending on the candidate's needs, small room invigilation may be offered at the school's discretion.

Requests for other access arrangements can be made in writing with supporting documentation for the School's consideration.

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 Oakfield or 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.