

PRIMARY SCHOOL GUIDANCE SHEET IN SUPPORT OF PARENTAL REQUEST FOR SPECIAL ADJUSTMENTS

CSSE

The Consortium of Selective Schools in Essex

NOTE TO PARENTS: Please give this document to your child's primary school. It contains specific guidance in relation to what they need to supply in support of your request for adjustments in the 11+ test.

TO PRIMARY SCHOOLS:

Pupils who have a medical condition, disability or special educational needs may be entitled to special adjustments in the CSSE 11+ Examination.

Parents are asked to make a specific request in writing, stating the adjustments required and to supply evidence to support their request.

A letter from the child's primary school is a requirement and the letter should confirm the every day adjustments that are in place to support the child.

The letter must be on school headed paper and signed by the Headteacher.

THE PRIMARY SCHOOL LETTER SHOULD STATE THE FOLLOWING:

- The child's special need/learning disability/medical issue, date of identification or diagnosis.
- Whether the child has an Education Health Care Plan.
- Does the child receive additional support?
- Is the child supported by a TA/LSA etc?
- The nature and type of tasks and activities where support is provided.
- The nature, degree and duration of support required in each of these tasks and activities.
- Adjustments or support provided during tests and assessments.

All supporting documentation must be received by the published deadline in order to be considered for the examination.

Further information can be found in the CSSE Access Arrangements Guideline and the Notification of Medical Circumstances, EHCP, or Access Arrangements Form.

Both are updated Annually and published on our website WWW.CSSE.ORG.UK