

#### 4. Special access arrangements made by schools for temporary indisposition on the day of the tests.

Special arrangements are made in the case of a temporary disability or illness through the provision of an alternative test day. Candidates will need to provide medical evidence of the condition that prevented them from sitting the tests on the main test date.

Where a candidate becomes indisposed during the test day, the test centre will make appropriate arrangements to care for the child and to inform his/her parents.

These arrangements may include allowing the candidate to leave the test room for a short period under supervision; returning to finish the tests. Candidates who leave the room during the tests will not be given extra time. If the candidate is too ill to continue and leaves the premises then he/she will not be allowed to finish any test that he/she has already started.

#### 5. Special Consideration.

The CSSE does not give special consideration to pupils' circumstances when papers are marked. Parents may present their child's particular circumstances to an independent appeal panel at any of their chosen schools after March offer day (1st March 2024).

#### 6. Further Clarification.

For further information please contact either the CSSE Office or the Headteacher of your nominated test centre.

#### CSSE Office (2023)

Any request for access arrangements/assessments can be sent to the CSSE Office from Tuesday 16th May 2023.

We regret we are unable to consider requests after the adjustments consideration deadline date of 30th June 2023.

A non-statutory Panel for Special Consideration will meet. All decisions will be conveyed to parents in September 2023.

# CSSE

The Consortium of Selective Schools in Essex

# 11+

Selective Test

## SEND Access Arrangements Guidelines 2024 Entry

The accompanying Notification Form should be used to notify the CSSE Office of any medical conditions, EHCP or special needs. If access arrangements are being requested the form should be accompanied by a letter detailing your request along with supporting primary school, medical and/or professional evidence.

*Adjustments will be made in accordance with the requirements of the Equality Act (2010), under the regulations governing School Admissions, and with reference to independent specialist advisers whose decision will be binding on the CSSE and the candidates.*

All decisions conveyed September 2023.

Deadline date for Consideration of SEND evidence 30th June 2023.

SIF Registration opens 16th May 2023.

# 2024 ENTRY SPECIAL ACCESS ARRANGEMENTS GUIDELINE

## Guidelines for Parents on the arrangements made by CSSE Schools for candidates with special needs

All the schools within the CSSE are committed to ensuring fair access for candidates of suitable ability. Parents will be asked to alert the CSSE to any special considerations that may require specific arrangements to be made on the test day. In particular, we would want to emphasise that appropriate adjustments will be made for any candidate with a disability.

*Adjustments will be made in accordance with the requirements of the Equality Act (2010), under the regulations governing School Admissions, and with reference to independent specialist advisers whose decision will be binding on the CSSE and the candidate.*

### 1. Introduction.

CSSE schools wish to give every child a fair opportunity to do well in the entrance tests. We recognise that some children with disabilities will need access arrangements made for them; for example the provision of enlarged test papers for children with visual difficulties.

The ten CSSE schools have drawn up the guidelines set out below. In order to ensure fairness of test conditions across the ten CSSE schools, these guidelines will be applied to all candidates regardless of the school at which they sit the tests. However, the particular arrangements made for a candidate to sit the tests in a CSSE school are the responsibility of the Governing Body of that school.

Parents are asked to write the details of the particular medical circumstances of their child on the CSSE's Supplementary Information Form, in the space provided, and to attach appropriate medical evidence to the access arrangements Notification Form that can be downloaded from the CSSE website ([www.csse.org.uk](http://www.csse.org.uk)) or requested from the CSSE office. Appropriate evidence will normally take the form of a letter from the child's primary school, family doctor, hospital consultant or specialist confirming the child's medical condition and the need for access arrangements. The CSSE office will pass on parents' requests for access arrangements and the medical information provided on the form, to the Headteacher of the test centre.

Staff at the test centre will want to discuss the access arrangements with parents well before the test date. Parents must therefore make their request known by the deadline date of 30th June 2023.

Examples of candidates' special medical circumstances for which test centres have provided additional arrangements in past years include; visual impairment, hearing impairment, epilepsy, chronic asthma, cerebral palsy and diabetes.

### 2. Where evidence of a medical condition has been agreed by the Governing Body of the test centre school, one or more of the access arrangements listed below may be made, as appropriate to the condition.

- 2.1 Providing the papers in large print.
- 2.2 Providing an amanuensis to write down the candidate's answers.
- 2.3 Wheelchair access to the test room and other facilities appropriate to wheelchair users.
- 2.4 A seat at the front of the test room.
- 2.5 A separate room with the candidate's own invigilator.
- 2.6 Access to food and drink during the tests.

Where any of these arrangements would disturb other candidates a separate room will be provided.

### 3. Access Arrangements that are not provided for 11+ candidates.

Some arrangements which schools provide for GCSE and A Level candidates are not considered appropriate for the 11+ tests. This is due to the shortness of each of the 11+ tests and the time dependent nature of the tests.

Candidates with a recognised disability may be entitled to access arrangements, but for all other candidates the following arrangements are **not** made by test centres:

- 3.1 Allowing time for rest breaks within any one of the two tests.  
Rest breaks are scheduled between the tests.
- 3.2 Allowing extra time for candidates with writing difficulties.
- 3.3 Allowing a candidate to submit his/her answers on a computer.

All applicants are assessed on what they can do in the time allocated for each test.