

The accompanying **Access Arrangements Notification Form (F2)** must be used to notify the CSSE of any medical conditions, Education, Health and Care Plans (EHCPs) or special educational needs. Where Access Arrangements are requested, the Notification Form must be submitted together with all required supporting evidence, including confirmation of the child's **Usual Ways of Working** (Normal Way of Working) from the primary school using the **CSSE Headteacher's Letter (F3)**, and any relevant medical documentation.

All adjustments are made in accordance with the Equality Act 2010 and the regulations governing school admissions. Decisions are taken centrally by the CSSE, with guidance from the **CSSE Executive SEND Panel** where appropriate, to ensure fairness and consistency for all candidates.

These guidelines should be read alongside the **CSSE Registration Form (F1)** and the **Access Arrangements Notification Form (F2)** which can be downloaded from the CSSE website ([www.csse.org.uk](http://www.csse.org.uk)) or requested from the CSSE Administrative Office.

All decisions will be communicated in September 2026

Registration opens on the 12th May 2026.

Absolute deadline date for consideration of evidence:  
26th June 2026.

## 1. INTRODUCTION

CSSE schools are committed to ensuring fair access for all candidates of suitable ability. Where a child has a recognised need, appropriate Access Arrangements may be made so that the child is not placed at a substantial disadvantage. These arrangements support access to the assessment without changing what the test is designed to measure.

## 2. HOW ACCESS ARRANGEMENTS ARE DECIDED

Access Arrangements are not approved on the basis of request alone. All Access Arrangements are allocated by the CSSE on the basis of the **evidence submitted**, the child's established **Usual Ways of Working**, and established good practice in public examinations.

Decisions are made centrally by the CSSE. For requests involving more complex or higher-impact adjustments, the evidence will be reviewed by the **CSSE Executive SEND Panel**, which is made up of experienced Special Educational Needs Coordinators from CSSE schools, to ensure arrangements are appropriate, proportionate and consistently applied.

Individual test centres do not decide which arrangements are approved. Their role is to implement the arrangements authorised by the CSSE. These guidelines are applied consistently across all CSSE schools, regardless of the test centre where the test is taken.

Once decisions have been made, parents will be notified in writing and the approved arrangements will be recorded on a **CSSE Candidate Access Arrangement Form (F4)**, which is shared with the relevant test centre so the arrangements can be implemented on the test day.

### 3. A TIERED APPROACH TO ACCESS ARRANGEMENTS

The CSSE uses a tiered framework to ensure arrangements are proportionate to need and supported by appropriate evidence:

#### **Tier 1 – Low Impact Adjustments**

Examples include modified materials and seating adjustments.

#### **Tier 2 – Medium Impact Adjustments**

Examples include extra time and non-verbal prompts.

#### **Tier 3 – High Impact Adjustments**

Examples include a reader, word processor/laptop and movement breaks.

Specific evidence is required to support each level of adjustment

### 4. WHAT PARENTS MUST DO

Parents must declare their child's needs on the **CSSE Registration Form (F1)** and submit the **Access Arrangements Notification Form (F2)** together with all required supporting evidence by the published deadline.

For most requests, this must include a **Headteacher's Letter (F3)** completed by the child's primary school. This confirms the support the child normally receives in school and during assessments. Requests cannot be processed without this evidence.

Parents are responsible for ensuring that the **Headteacher's Letter (F3)** is completed and returned to the CSSE office by the primary school by the published deadline. The CSSE will issue an initial request and one reminder, but responsibility for securing and submitting this evidence remains with the parent. Applications will not proceed until the Headteacher's Letter has been received.

Where a child has an Education, Health and Care Plan, parents should also submit the most recent plan and review documentation.

### 5. MEDICAL CIRCUMSTANCES

For long-term or ongoing medical conditions, appropriate medical evidence (for example, a letter from a GP or consultant) must be provided, confirming the diagnosis and how the condition affects the child on the test day.

#### **Temporary Illness or Indisposition on the Day of the Test**

Access Arrangements must be requested and approved in advance. However, the CSSE recognises that a child may become temporarily unwell or experience unforeseen difficulties on the day of the test.

Where a candidate is unable to attend the test due to temporary illness or injury, parents must provide appropriate medical evidence. In such cases, the CSSE may arrange for the child to sit the test on an alternative test day in accordance with CSSE procedures.

If a candidate becomes unwell during the test day, the test centre will make appropriate arrangements to care for the child and will inform parents or carers. These arrangements may include allowing the candidate to leave the test room for a short period under supervision and, where appropriate, to return and complete the test.

Candidates who leave the room during the test will not be given additional time.

If the candidate is too unwell to continue and leaves the premises, they will not be permitted to complete any test that has already been started.

## 6. ADJUSTMENTS AFTER THE TEST

The CSSE does not apply adjustments to a candidate's test papers after the examination has taken place.

If parents believe that their child's performance in the test was affected by exceptional circumstances, they may present these circumstances to an independent appeal panel at one or more of their chosen schools following National Offer Day.

## 7. DEADLINES

Requests for Access Arrangements must be submitted by the published CSSE deadline. Late or incomplete applications will not be processed, as test centres require sufficient time to plan and prepare for approved arrangements.

All decisions are communicated to parents in advance of the test day.

## 8. FURTHER INFORMATION

For further information, please contact the **CSSE Administrative Office**.

Email: [SEND@csse.org.uk](mailto:SEND@csse.org.uk)

Telephone: 01245 348257

Test centres cannot approve, modify or amend Access Arrangements. Their role is to implement the arrangements approved centrally by the CSSE.

All dates and arrangements are correct at the time of publication.