

NOTIFICATION OF MEDICAL CIRCUMSTANCES, EHCP OR ACCESS ARRANGEMENTS FORM F2

Child's Name:	Date of Birth:
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Home Address:

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Telephone No:	Email:
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Test Centre:

All Access Arrangements are reviewed and approved centrally by CSSE. Only the approved arrangements are shared with your child's test centre.

I am requesting Access Arrangements for my child for the 11+ Entrance Examination.

If you are requesting access arrangements for your child:

- You **must** supply a current Headteacher's Letter Proforma from your child's primary school confirming:
 - adjustments and support provided daily
 - adjustments and support provided in tests
 - the nature, degree and duration of that support
 - the tasks and activities requiring support

Please tick this box to confirm you have asked your primary school headteacher to complete the proforma and forward it to the CSSE office.

- If your child has an Education, Health and Care Plan you should supply the most recent plan and review documentation. You may also provide relevant medical documentation or supporting professional reports.

Please read the following declaration and tick the box to confirm.

I understand that requests for Access Arrangements will not be processed unless all required supporting evidence is submitted by the published deadline, including confirmation of my child's Usual Ways of Working from their primary school using the CSSE Headteacher's Letter Proforma.

Alternatively, please complete this section if your child does not require specific Access Arrangements or adjustments for the test.

My child has a medical condition that does not require special Access Arrangements but I would like the test centre to be notified of the following. *(If applicable, please specify anything they are bringing to the test centre in the box below, e.g. medication, asthma pump, epi-pen etc.)*

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Please read the CSSE Access Arrangements Guideline 2027 Entry before submitting this form to the CSSE office. Please post your documents to the address overleaf or email: send@csse.org.uk

The deadline date is 26th June 2026.

Requests received after this date, or without the required supporting evidence, will not be processed.

Vision Impaired Children If you require enlarged papers for your child, please advise of the font size required, the reasons for the need and enclose professional documentation to support your request. Please note that enlarged papers will be printed on larger paper – up to A2 – depending on the font size requested.

CSSE PRIVACY NOTICE

The CSSE acts within the law in the handling of your personal data. We hold only the information you supply on application and the subsequent test results. The data is collected with industry-standard encryption and processed securely for the purpose of administering access to the schools which are members of the CSSE.

It is our duty to ensure that the data we hold is accurate, proportionate and retained only for as long as is necessary.

The legal basis for processing your data is public interest.

Your data and your child's data relating to the 11+ examination will be shared with the Local Authorities that administer the admissions process on behalf of the consortium schools and with the schools in the consortium. Information about Access Arrangements may be reviewed by the CSSE Executive Panel, comprised of senior Special Educational Needs Coordinators from CSSE schools.

Data will also be processed for the purposes of producing statistical information.

You have the right of access to your own data. You have the right to request that your data is corrected (rectified), if there is any error.

If you have an over-riding legitimate reason, you may object and exercise the right to have your data deleted. The Data Controller is the CSSE.

The Data Protection Officer is the *vice-chair* of the CSSE. Contact them at: admin@csse.org.uk

Personal 11+ data is retained for no longer than two years after the date of the test for which you have registered.

Personal data collected for the purpose of transport enquiries or ticket issue is shared with the bus companies. It is retained by the CSSE for no longer than two years after the date of the last enquiry or ticket expiry.