



**SELECTIVE ELIGIBILITY TEST: SEPTEMBER 2024 ENTRY
GUIDANCE ON REQUESTS FOR REASONABLE ADJUSTMENTS
DEADLINE FOR REQUESTS AND EVIDENCE: FRIDAY 16th JUNE 2023**

SEND ALL DOCUMENTARY EVIDENCE TO set2024entrySEN@suttongrammar.sutton.sch.uk (all emails must contain your child's full name and date of birth).

All the schools participating in the Selective Eligibility Test (SET) are committed to ensuring fair access to their schools for pupils of suitable ability. We want to give every child a fair opportunity to do well in the tests. The schools will make appropriate adjustments for any candidate with a disability in accordance with the requirements of the Equality Act 2010, under the regulations governing School Admissions and with reference to the JCQ Guidelines for Access Arrangements and Reasonable Adjustments. The decision on the adjustment (if any) to be made is taken by a panel consisting of SENCOs from the participating schools.

Disability in relation to Mobility

Parents are asked to use the Additional Information box in the online registration form to tell us if their child has a disability in relation to mobility that has an impact on their ability to access the exam venue so that appropriate arrangements can be made.

Medical Conditions Not Requiring Special Arrangements

Parents are asked to use the Additional Information box in the online registration form to notify the participating schools if their child has a medical condition which the test venue should be aware of but which does not require any additional arrangements to be made for the tests. Examples are conditions such as asthma, allergies or hay fever. In these circumstances no additional documentary evidence is required to be submitted. The participating schools will acknowledge receipt of the information by email and will confirm that the candidate may bring their usual medication (asthma pump, Epi-pen, etc.) with them for the test day and supervisory staff will be made aware of the child's condition.

Where Special Arrangements Are Requested

Parents are asked to write brief details of the particular circumstances of, and specific arrangements requested for, their child to be made on the test day in the Additional Information box in the online registration form. Parents must then supply appropriate medical / professional and supporting evidence by the deadline (**16th June 2023**). Appropriate evidence will normally take the form of:

- a) **professional evidence** - a letter or report from the hospital consultant, psychologist, psychiatrist, Occupational Therapist, Speech & Language Therapist or other appropriately qualified professional (a GP or optician letter will not usually be sufficient). We may ask for information about the professional's qualifications. If they have one, provide a copy of the child's Education Health & Care Plan (EHCP); and
- b) **Primary School Form** - where the adjustment may involve a change to normal exam conditions (e.g. extra time, rest break, use of laptop, small exam room), submission of a completed Primary School Form giving details of the child's normal way of working. We will

send you the Primary School Form and you will then need to email it to your child's school requesting that they complete the form and send it on by email to us.

In summary, an adjustment to normal exam conditions will **only** be given when both evidence of need (professional evidence) **and** evidence of normal way of working (Primary School Form) are provided.

A panel consisting of SENCOs from the participating schools will be arranged after the deadline of 16th June 2023 to consider the requests made on the basis of the evidence submitted and by reference to the framework provided by the JCQ Guidelines. Decisions will be made on the adjustments (if any) to be put in place for each candidate for the SET and, if successful, for any subsequent second stage examination.

Parents will receive a communication in advance of the SET giving details of the decision that has been taken for their child. This may be sent as late as September 5th so please do not contact us unless you have not received communication until after this date. The SENCOs' decision is final.

JCQ Guidelines for Access Arrangements and Reasonable Adjustments

The participating schools use the JCQ Guidelines because it provides a clear set of requirements to be applied and an objective basis for decisions to be made. It is recognised that the JCQ Guidelines are not written specifically for 11+ type exams but there is no generally applicable framework for 11+ exams. A panel of independent specialist advisers have endorsed the use of the JCQ Guidelines by the participating schools for the SET and their entrance examinations.

For reference the current version of the JCQ Guidelines can be found here

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Please note that not all of the content of the JCQ Guidelines is relevant to the decisions on access arrangements and reasonable adjustments for the SET and the second stage examinations. Not all of the adjustments that are envisaged by the JCQ Guidelines are suitable or possible for the SET or second stage examinations.

Examples of circumstances for which we have provided access arrangements in past years include: visual impairment, hearing impairment, diabetes, ADHD, ASD, dyspraxia and dyslexia. Examples of reasonable adjustments that have been provided in past years include: enlarged print papers, a seat at the front of the room, a small test room environment, access to food and drink during tests, a supervised rest break in the middle of each test, use of a laptop for longer writing tasks and an amount of extra time in one or more tests.

Indisposition on the Day of the Tests

If a candidate is not fit to attend on the day of the tests (due to illness or other valid reason) then, provided a genuine medical certificate/evidence covering the day of the test is received, an alternative test date will be provided. Where a candidate becomes indisposed during a test, the test venue 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. If the candidate is unable to continue and leaves the premises then he/she will not be allowed to finish any test that he/she has already started.

Further Note

The participating schools cannot give special consideration to candidates' 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 the March National Offer Day (1st March 2024) if they wish.