



Parent guide

What is an access arrangement and how are these granted?

An Access Arrangement is a reasonable adjustment designed to level the playing field, so nobody is disadvantaged when working in timed conditions.

Access Arrangements must be applied for by the school on a student's behalf and approved by JCQ (Joint Council for Qualifications).

Inappropriately granting Access Arrangements is malpractice.

To be granted an Access Arrangement for a need relating to cognition and learning, students need all of the following:

- a) data from standardised assessments (conducted by a qualified assessor) that indicates the need;
- b) evidence of difficulties in the classroom, tests and examinations that demonstrate a barrier to learning, and evidence of performance in examinations;
- c) evidence that any adjustment is embedded and reflects a student's normal way of working.

To be granted an Access Arrangement for a need relating to Social, Emotional and Mental Health (SEMH) or for a medical need, students need all of the following:

- a) medical documentation from a medical professional such as CAMHS, Community Paediatrician or Educational Psychologist. The letter cannot be from a GP – it must be a consultant or equivalent.
- b) evidence of difficulties in the classroom, tests and examinations that demonstrate a barrier to learning, and evidence of performance in examinations;
- c) evidence that any adjustment is embedded and reflects a student's normal way of working

Evidence relating to points B and C will be provided by the teachers working with your child.

We have access to a qualified assessor in school. Please be aware that there is a waiting list for this service and priority is given to students in examination years (11 and 13).

Access Arrangements are initially granted as a 'trial' to gather the evidence. Trials are not a guarantee of Access Arrangements being granted.

For Access Arrangements to be used in GCSEs we cannot assess before the summer of Year 9 so that that data is in the validation window for Year 11 assessments.