



17 November 2020

Dear Parent/Guardian

Access Arrangement Screening Program

We will shortly be putting together an access arrangement screening program for the Year 10s. This is normally done at either the end of Year 9 or the beginning of Year 10. Access arrangements can take the form of extra time, a prompter or having access to a reader, scribe or laptop during an examination. The intention behind access arrangements is to provide reasonable adjustments for candidates with known difficulties without changing the demands of the assessment. Please note there are strict parameters that students will have to meet in order for the Exam Boards to accept our application. In order to gather the required evidence a formal screening and assessment process will need to be completed. Ultimately, we may also require information from a GP, CAMHS worker or other 3rd party agency. The preliminary screening process will take place at school and will require withdrawal from classes for approximately one hour.

Please let me know by **Monday 23 November** if:

- you have any particular reasons for wanting your son/daughter to take part in the screening process, for example, they take longer to read or write than their peers or their handwriting is hard to read. If you have any concerns, please don't wait until Year 11 as we are not always able to gather enough evidence at this stage to award access arrangements.

OR

- you would prefer your child to not take part in the screening (otherwise we will assume you give consent).

Once I have this information, I will then liaise with class teachers and our SENCo to ascertain which students will be put forward for more in depth, formal testing. The decision is usually based on the child's performance in class, during internal tests as well as considering any information held on the SEND register. A stipulation of being granted Access Arrangements is that they become 'normal way of working' for other assessments within school. Therefore, after the screening process has been carried out, we will begin to trial access arrangements for those students who are eligible, with a view to collecting enough evidence and applying to the exam boards.

If you have any questions about this process or would like to discuss the matter further, please do not hesitate to contact me. My email address is h.reilly@maidenerleghtrust.org

Yours faithfully

Mrs H Reilly

Exams Officer