

Brookfield Community School

A Specialist Sports College

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Our ref: SD/mlw

5 October 2016

Dear Parents

Access Arrangements for Public Examinations

All arrangements for public examinations are governed by the appropriate examinations authorities; we, at the school, must conform to their regulations.

The majority of students in school will sit examinations in the usual manner, but a small number of students may require reasonable adjustments in order to be able to demonstrate their skills, knowledge and understanding; these adjustments are called access arrangements. For example, in the case of students with a formal statement of special educational need or an education, health and care plan, they may require modified or enlarged papers for the visually impaired. Access arrangements must not give candidates an unfair advantage, but should enable all candidates a level playing field. They are granted by the examination boards, not the school.

In order to consider an application for access arrangements for any student, the examination boards require clear evidence of need and an up to date report written by professional or medical agencies produced not earlier than 12 months prior to the start of the examination course. The report should:

- Clearly indicate how, and the extent to which, the student is disadvantaged in formal examination situations.
- Clearly indicate the type of access arrangements which are required.
- Provide clear evidence that there has been a history of difficulty, and that any access arrangements being requested represent your child's normal way of working within the school day. If the difficulty is recent, however, this should be made clear in the report.

If your son or daughter does not have a formal statement of special educational need or an education, health and care plan, but you feel that they require particular examination access arrangements please write to Mr Feltham, SENCO, at the school address, providing the above evidence, which will then be submitted to the examination boards for their consideration.

To allow us to process such requests and to meet the deadlines set by the examination boards, we need your evidence by **Friday 4 November 2016**. If you have any questions about this matter please contact Mrs Woods, Exams Officer, on 01246 565 804 in the first instance.

Yours sincerely

S Dooley
Deputy Headteacher

