



PUTNEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Entrance Exam SEN Policy

Putney High School Policy for Admissions for SEN Candidates

- Girls with SEN may be given extra time during the Entrance Examination, in line with current JCQ guidelines and our policy on extra time.

For public examination purposes, *JCQ (Joint Council for Qualifications)* issue clear guidelines on quantitative (score) evidence and these are their key measures for awarding a candidate extra-time.

A candidate requires **at least one** below average standardised score of 84 or less which relates to an assessment of: speed of reading, or speed of reading comprehensions, or speed of writing, or cognitive processing measures which have a substantial and long term adverse effect on speed of working.

- Extra time or laptops may be allowed during the tests provided that the application is supported by a current Educational Psychologist report (within two years of the date of the entrance examination), LEA Statement or other evidence e.g. specialist teacher assessment, hospital consultant's letter.
- It will be at the school's discretion whether or not extra time will be awarded based on the school receiving up-to-date documentary evidence of below average speed of processing, below average cognitive or phonological skills, below average reading accuracy, reading speed or reading comprehension.
- This evidence must be presented as standardised scores, where below average is a standardised score of 84 or less.
- The decision as to whether or not to give extra support in the Entrance Examination will be made by the Head of Learning Enrichment (SENCO) in liaison with the Headmistress.
- The amount of extra time allocated will be decided on a case by case basis.
- It is the parents' responsibility to provide the necessary documentation in order for their daughter to be considered for extra time or to be able to use a laptop.
- If an application to receive additional support is declined the school will contact parents as soon as possible, to explain the reasons behind the decision.

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