



PUTNEY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# Entrance Exam SEN Policy

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## Entrance Exam SEN Policy

### 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 extra time for candidates with learning difficulties.

A candidate with a learning difficulty 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 in order to be considered for the arrangement of extra time in exams.

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 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 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.

For a full list of access arrangements available in entrance exams for candidates with disabilities, please see the Access Arrangements Policy.