



## Headteacher

Mr Stephen Lawlor, BA (Hons),  
PGCE, PGCPSE, NPQH

# Chelmsford County High School for Girls

A progressive grammar school community,  
committed to excellence in girls' education and empowerment

Broomfield Road  
Chelmsford  
CM1 1RW  
T: (01245) 352592  
F: (01245) 345746  
E: office@cchs.co.uk  
www.cchs.co.uk

## Special Arrangements Guidelines for Year 7 2024 Entry



Chelmsford County High School for Girls acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for all reasonable adjustments from the parents of any child with a disability or Special Educational Need who wishes to sit the Entrance Test.

Parents should notify CCHS on the Supplementary Information Form (SIF) if their child will need additional support in order to access the test. This should ideally be provided at least 2 months before the test to enable the School to source any necessary resources for the Test. Any late requests for reasonable adjustments will be considered on a case by case basis.

We will require evidence detailing your daughter's condition and this should be attached the SIF.

- For medical needs, this will normally take the form of a letter for a hospital consultant or specialist confirming the candidate's medical condition and the need for special arrangements.
- For a student with SEN, evidence must include a letter from the primary school SENCO confirming that there is a need for the adjustment requested and that such adjustments have been in place as a candidate's normal way of working in primary school.
- Any details of a formal diagnosis of SEN should also be provided.

Where evidence for a medical condition or SEN is accepted, one or more of the special arrangements listed below may be made, as appropriate to the condition:

- Modified formats of the test paper. It is recommended that any applicant requiring larger script than Point 18 provides a portfolio of evidence rather than sit the Entrance Test.
- Extra time.
- Providing a scribe to write down the candidate's answers.
- Wheelchair access to the test room and other facilities appropriate to wheelchair users.
- A seat at the front of the test room.
- A separate room with the candidate's own invigilator.
- Access to food and drink during the tests.



Chelmsford County High School for Girls does not give special consideration to candidates' circumstances when papers are marked. Parents may present their daughter's particular circumstances to an independent appeal panel after 1<sup>st</sup> March 2024 (National Offer Day).

