



## Headteacher

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PGCE, PGCPSE, NPQH

# Chelmsford County High School for Girls

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

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## Special Arrangements Guidelines for Year 7 2025 Entry

Chelmsford County High School for Girls (CCHS) 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 a special educational need who wishes to sit the Entrance Test.

We want to work with the parents and those who know the child to identify what those needs are and what is likely to be most effective.

CCHS makes reasonable adjustments for any child with a disability or special educational need, such as, for example:

- Applying extra time.
- Modified formats of the test paper.
- Providing a scribe to write down the candidate's answers.
- Separate room with the candidate's own invigilator.
- Supervised rest breaks.
- A seat at the front of the test room.
- Access to food and drink during the tests.
- Wheelchair access to the test room and other facilities appropriate to wheelchair users.

As far as possible, these will be according to the prospective pupil's usual way of working, as discussed with the parents, primary school SENDCO and other agencies.

CCHS does not give special consideration to candidates' circumstances when papers are marked.

### How do I request an adjustment?

Parents are asked to provide details of their child's disability or disadvantage (e.g. particular SEND or medical need) on the Supplementary Information Form (SIF).

**For medical needs**, this will normally take the form of a letter from a hospital consultant or specialist confirming the candidate's medical condition and the need for special arrangements.

**For a student with SEND**, this will normally take the form of a letter from the primary school SENDCO confirming that there is a need for the adjustment requested and such adjustments have been in place as a candidate's normal way of working in primary school. The formal diagnosis of SEND should also be provided.

Should you have any queries regarding the above, please email [admissions@cchs.co.uk](mailto:admissions@cchs.co.uk).

