



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 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.

When you present your daughter for the test it is expected that you are satisfied that there are no other circumstances that have occurred that will prevent her from performing to her best. If you are at all uncertain about your daughter's physical or mental health on the day of the test, please withdraw her by contacting the school. **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.

We are happy to discuss individual circumstances and provide guidance on what is needed with you before or after you complete the application. To get in touch with us regarding this, or any other queries please email admissions@cchs.co.uk.

