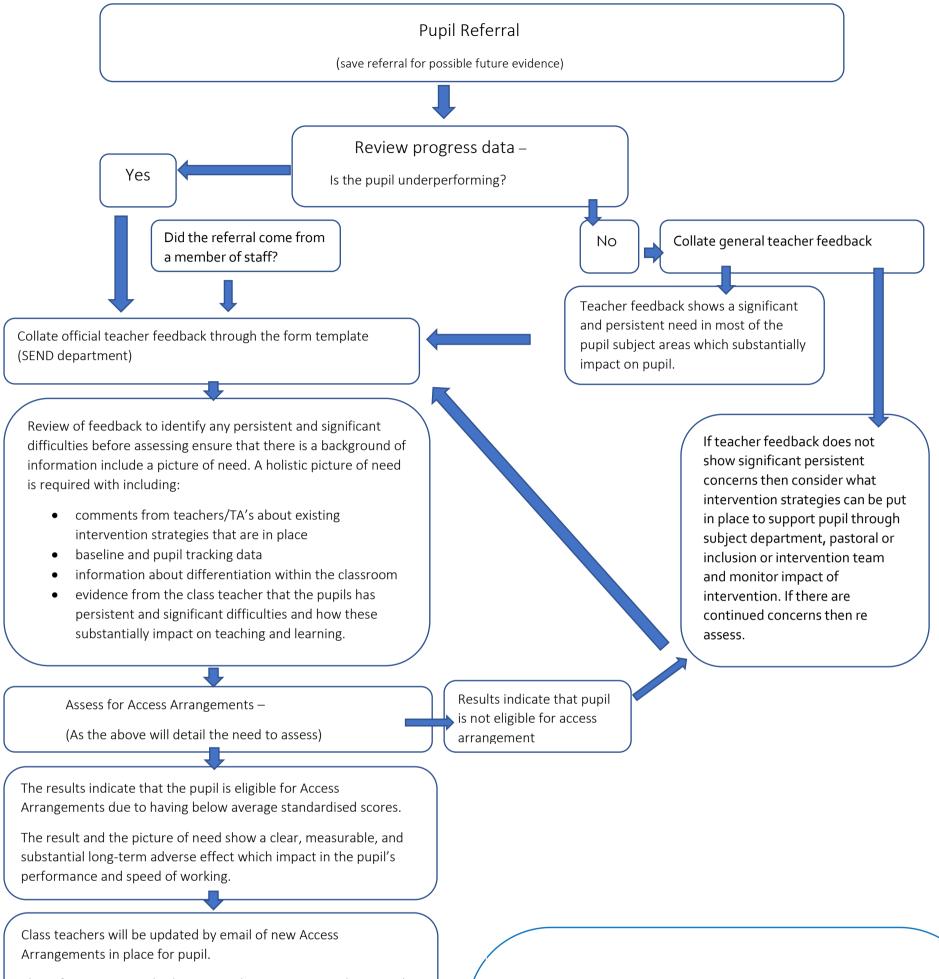
Access Arrangement Process



This information can also be accessed on OneNote on the SEN tab along with the schools Access Arrangements policy and information leaflet for staff explain the rules of specific arrangements.

Teachers to contact **SEN department** least 3 days prior to assessments to arrange any additional support required.

Pupils with additional time, prompt, reading pen, laptop, smaller room can all be facilitated within the class environment.

Teachers to complete Access Arrangement monitoring form to show usual way of working.

Supervised rest breaks – usually medical needs.

Evidence required-

A file note confirming the nature of the pupil's impairment and that this reflects their normal way of working including confirmation of why the rest breaks are needed.

The pupil's impairment must have a long term, adverse effect giving rise to persistent and significant difficulties.

C+L needs, C+I need, medical conditions, sensory and physical needs and SEMH needs must be established with in the centre and know to the DLO, SEND team or senior member of staff with pastoral responsibilities

"The centre should have exhausted the option of rest breaks before making an application for extra time.