

Northgate School

Access Arrangements Policy 2025/26

Field	Detail
Academic year	2025/26
Head of Centre	Paul O'Neill
SENCo / Exams Officer	Althea Chambers
Assessor	External, where required
Next review	October 2026

Northgate School is a specialist SEMH provision. Examination processes are delivered with consideration for students' emotional regulation, sensory needs and vulnerabilities, while maintaining full compliance with JCQ and awarding body regulations.

Purpose

- Confirm that Northgate School leads on identifying, requesting and implementing access arrangements.
- Support compliance with JCQ General Regulations and Access Arrangements and Reasonable Adjustments (AARA).
- Ensure candidate files/e-folders are maintained securely by the SENCo/Exams Officer for inspection.

Key principles

- Access arrangements remove barriers without changing assessment demands.
- Arrangements must not unfairly advantage or disadvantage a candidate.
- Decisions are made by the centre, not by external professionals alone.
- Arrangements must reflect evidence of need and normal way of working.
- Candidates must practise arrangements before their first examination.

Northgate School context

- Northgate School is a PRU/specialist SEMH provision where candidates may have medical, SEMH, SEND, sensory, autism-related, ADHD, learning or communication needs.
- A holistic picture of need may include EHCP information, medical evidence, previous school information, teacher observations, internal assessment, student voice, regulation records and normal way of working in lessons, interventions, mocks and timed assessments.
- Where access arrangements are obtained through the medical route, medical evidence and normal way of working are retained.

Roles

- Head of Centre: Paul O'Neill - overall compliance and sign-off.
- SENCo/Exams Officer: Althea Chambers - coordinates evidence, applications, implementation and inspection files.
- Assessor: external where required by JCQ regulations.

Processing arrangements

- Applications requiring approval are processed through Access Arrangements Online by Althea Chambers once evidence is established.
- Approval evidence, medical or assessor evidence, and normal way of working records are retained securely.
- Centre-delegated arrangements are documented and evidence is retained where required.
- Candidates are informed that relevant personal data will be processed for access arrangements in line with UK GDPR and Data Protection Act 2018.

Centre-delegated and common arrangements

- Supervised rest breaks, alternative rooming and prompts may be considered where permitted and evidenced.
- Alternative rooming is considered where there is a substantial and long-term impairment, significant SEMH, medical, sensory or behavioural need, and it reflects normal way of working.
- One-to-one invigilation is only used where necessary and justified by evidence.
- Word processors are managed under the separate Word Processor Policy (Exams).

SEMH/SEND implementation

- Staff apply arrangements calmly, predictably and in a trauma-informed way.
- Exam routines, rooms and expectations are explained in advance where appropriate.
- Arrangements support access while maintaining exam security and integrity.