***Asking for help in exams:***

***All of the parts of this letter in bold will need to be changed or deleted so that they are relevant to your situation.***

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**[Your address and contact details]**

**[Name of chair of governors]**

Chair of Governors

**[School/college address]**

**[Date]**

To the Chair of the Governors

Dear **[Sir or Madam]**,

**[Name of child or young person]: Request for access arrangements in external examinations**

I am writing on behalf of **[name of child or young person] [as their parent/carer]**. **[Name of child or young person]** will be starting examination courses on **[date]**.

**[*Describe the child/young person’s needs and how they affect the way they work. For example:*]**

**[Emma is dyslexic and during the whole of her time in your school she has needed support with reading in lessons and in tests. She clearly performs better when she has this support. I believe that unless she receives this kind of help within the public exams she will be disadvantaged. Because of how long it will take her to read the examination papers, she will not be able to show her true potential when answering them.]**

**[*Explain what evidence you are enclosing which demonstrates that the child or young person normally receives the type of help you are asking for.*]**

I met with the head teacher on **[date]** to request that arrangements be put in place for **[name of child/young person]** to receive help with reading the exam papers, but unfortunately the Head would not agree to this.

I am writing now to ask you, as Chair of Governors, to discuss the matter with the Head. I understand that under the Equality Act 2010 the Governors have a legal duty to make reasonable adjustments in their arrangements for the education of a child with a disability. I believe that this duty is relevant to the decision which the school has to make with regard to arranging support for **[name of child/young person]** with the forthcoming public exams.

I look forward to hearing from you.

Yours,

**[Your name]**