

SEAG Entrance Assessment 2024

Expectations of Parents and Pupils on the Days of the SEAG Entrance Assessment

To ensure the smooth running of the SEAG Entrance Assessment, the Assessment Centre has introduced a series of measures to help create a safe, welcoming environment for all involved. We ask that all pupils and parents take the time to read through these measures and that pupils follow the procedures and expectations carefully.

FEELING UNWELL

For Parents/Guardians:

Please **DO NOT** send your son/daughter to the Assessment Centre if he/she:

- is feeling unwell;
- may be contagious (i.e. has an illness which could spread to others).

For Pupils:

- If a pupil feels unwell while attending the Assessment Centre, he/she should inform a member of staff immediately and follow the procedures of the Assessment Centre.

TRANSPORT, ARRIVAL & DEPARTURE

- Parents should adhere to the times indicated for drop-off and pick-up.
- Parents and pupils should exercise caution when driving or walking on the Assessment Centre grounds.
- Pupils should enter the Assessment Centre grounds and buildings using the designated entrance(s).
- Pupils should only bring approved items to the Assessment Centre.
- Parents must not enter the Assessment Centre buildings.

ASSESSMENT ROOMS

- Pupils must follow the instructions of staff at all times.
- Pupils must sit at their designated seat.
- Pupils must not communicate with other pupils during the Entrance Assessment.
- Pupils must not share stationery with other pupils.

USE OF THE TOILETS

Pupils should:

- maintain high levels of hygiene;
- use soap and water when washing their hands;
- not congregate or loiter in toilet areas.

RESPECTFUL BEHAVIOUR

Pupils must:

- respect the personal space of others;
- not disturb other pupils during the Entrance Assessment.

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Contingency Planning or “What If” Scenarios - A Guide for Parents/Guardians

What if:

1) my child cannot sit Entrance Assessment Paper 1 on Saturday 16th November 2024 because of illness or another valid reason but would be able to sit Entrance Assessment Paper 2 on Saturday 23rd November 2024?

1A) *The parent/guardian should, if possible, inform the Assessment Centre, in writing (e.g. by email), by 2:00pm on Friday 15th November 2024, that their child cannot sit the Assessment on 16th November 2024, outlining the reason for the absence. The parent/guardian should state their intention that their child will be able to sit Entrance Assessment Paper 2 on Saturday 23rd November 2024.*

A copy of the email should be sent to admin@seagni.co.uk.

If the reason for the absence only arises after 2:00pm on Friday 15th November 2024, the parent/guardian should telephone the Assessment Centre later on the Friday OR, if that is not possible, by 9.30am on Saturday 16th November 2024, outlining the reason for the absence.

2) my child did sit Entrance Assessment Paper 1 on Saturday 16th November 2024 but is unable to sit Entrance Assessment Paper 2 on 23rd November 2024?

2A) *The parent/guardian should inform the Assessment Centre, in writing (e.g. by email), by 2:00pm on Friday 22nd November 2024 that their child will be absent on 23rd November 2024 and should outline the reason for the absence. **A copy of the email should be sent to admin@seagni.co.uk.***

If the reason for the absence only arises after 2:00pm on Friday 22nd November 2024, the parent/guardian should telephone the Assessment Centre later on the Friday OR, if that is not possible, by 9.30am on Saturday 23rd November 2024, outlining the reason for the absence.

3) I arrive late at the Assessment Centre?

3A) *Please allow plenty of time for your journey. If you arrive in time for your child to be checked in and settled in his/her room before the Assessment has started, staff at the Assessment Centre will do their best to ensure that your child can take the Assessment. **Pupils cannot be admitted to a room after the Assessment has started.***

4) my child cannot attend on Saturday 16th November 2024 and will also not be able to attend on Saturday 23rd November 2024?

4A) *SEAG will be unable to provide an Assessment for the pupil.*

5) I decide to withdraw my child from the Entrance Assessment?

5A) *A parent/guardian can withdraw their child from the Entrance Assessment at any time. If the decision to withdraw was made during the Registration Period, then the child was withdrawn by logging into the parent's dashboard on the SEAG website and clicking on the 'withdraw' button. If the decision to withdraw is made after the Registration Period has ended, the parent/guardian should inform the Assessment Centre where the pupil was due to sit the Assessment, in writing (e.g. by email), of the decision to withdraw their child and also email admin@seagni.co.uk.*

6) Something unexpected happens e.g. my child sprains their arm close to the Assessment Day but could still sit the Assessment?

6A) *Contact your Assessment Centre to make them aware of the issue, as soon as you can. In certain circumstances, Emergency Access Arrangements can also be requested.*