



SOUTH WEST HERTS CONSORTIUM SCHOOLS

PO Box 2439, Watford, Herts. WD18 1UZ

April 2019

Dear Colleagues,

The website and registration portal for parents to register their children to take tests for any of the SW Herts Consortium schools will be available imminently (22nd April which falls on Easter Monday). The schools are: Croxley Danes, Parmiter's, St Clement Danes, Rickmansworth, Queens', Watford Grammar School for Boys and Watford Grammar School for Girls.

The test registration website address is: <http://www.swhertsschools.org.uk/>. There are links to each school's website, familiarisation papers and a frequently asked questions section.

I hope the following information is helpful when you advise parents about the secondary transfer process. It might help calm any worries or overcome any opening day hitches to stress that the parents have almost nine weeks to register for the tests and there is no advantage in doing so on the first day.

Please feel welcome to contact either the Test Administrators on swhsconsortium@gmail.com if you have any queries.

The following information for parents has been posted on all the Consortium schools' websites and should be made available to Year 5 parents at your school.

Mr Michael Jones
Headteacher,
Parmiter's School
For and on behalf of the SW Herts Consortium Schools

Consortium School Admission Tests: Information for Parents

The SW Herts Admissions Consortium comprises the seven secondary schools in the area which operate admission tests for a proportion of their intake:

Croxley Danes, Parmiter's, Queens', Rickmansworth, St Clement Danes,
Watford Grammar School for Boys, and Watford Grammar School for Girls.

If you are considering applying next term under the academic or music criteria for a place for your child at any of these schools, you will need to register with the Consortium before Friday 21st June 2019. **No late registrations will be accepted.** If you feel you have extenuating circumstances that you consider relevant to any failure to register, you will have the opportunity to present these during the Secondary Transfer Appeals process. Please read the following guidance carefully, particularly no.10.

1. The website for registering your son or daughter with the Consortium will open at midday on Monday 22nd April. It will remain accessible until Friday 21st June which is a period of almost nine weeks and you can register your child at any time in that period. There is no advantage in registering on the first day; indeed if too many parents try to do so, the website might not cope with the demand.
2. The website address is: www.swhertsschools.org.uk. There are links to each school's website and a frequently asked questions section.
3. You will be asked to register for the tests by creating an account, **activating your account** and then logging on to a parent portal using a password of your choosing. The password should be memorable and secure. You should ensure that the **email address you use to register will remain unchanged and available throughout the period in which you will need to access information on the portal.** **Once you have registered an email address, it will not be possible to change it for an alternative though you will be able to access your registration information throughout the registration period in case you want to change your test preferences or any of your information other than your email address.**
4. Once you register you must regularly log on to the secure web page to view the initial registration of tests/the allocation of test centre/allocation of music audition times (if your child is successful after Music Stage 1) and the final results. (Please see the *calendar* for information on timescales and deadlines). It is your responsibility, as a parent, to log on to the secure website to view the information at the appropriate times throughout the testing process. You will not be contacted via email by the Consortium Administration Team regarding any of the information relating to your child's test(s).
5. The Familiarisation Papers can be downloaded from the registration website: <http://www.swhertsschools.org.uk/familiarisation-papers/>
6. These papers will give your child an idea of the type of questions that are asked in the tests, though the standard in the test is different.
7. If you consider that your child might be disadvantaged under the terms of the Disability Discrimination Act, or has special educational needs which require the test centre to make particular provision for the tests, you must provide written evidence of this from your child's current school SENDCo. This evidence must be sent immediately after registering for the test. Please send a copy with the name, date of birth of your child along with the SWH Reference given on registration either by email to the Test Administrators at swhsconsortium@gmail.com or if you are unable to send it by email, by post to The Test Administrators, South West Herts Schools Tests, PO BOX 2439, Watford, WD18 1UZ. It is very

important that you do this so the paperwork is received by Friday 21st June, at the latest. Please note, it is your responsibility and not the responsibility of your child's primary school to ensure we receive this information.

Once we receive this information it will be passed to the test centre to which your child has been allocated in order for them to assess your child's particular requirements. All arrangements are in place for special provision prior to the end of term. **If you submit your evidence of special provision after the 21st June, you should be prepared for your child's test centre to decline your request.** A great deal of resource planning goes into the test day and ensuring that staff with the requisite training can be allocated for special consideration.

8. You will be allocated a test centre by Wednesday 3rd July. This has absolutely no bearing on the schools to which you might eventually apply.
9. The tests will take place in September.
10. Please make sure that your child is eligible for a place at your preferred school under that school's admission criteria. These are published on each school's website. If your child is not eligible, there is no point in registering the child to take the tests.

Key Testing Dates 2019 for Secondary Transfer 2020

Date - 2019	Test
Monday 22 nd April	Online registration for the tests opens
Friday 21 st June	Online registration closes
Wednesday 3 rd July	Parents informed of test venue
Saturday 7 th September	Academic test
Monday 9 th September	Music aptitude test
Friday 13 th September or Tuesday 17 th September*	Queens' School sports aptitude test
w/c Monday 23 rd September	Start of second round music tests
Wednesday 16 th October	Scores notified to parents
Thursday 31 st October	Secondary application deadline

*Sports Test dates are allocated on an alphabetical basis which cannot be changed.

Please contact the Test Administrators on swhsconsortium@gmail.com if any of the above is unclear or if you have any queries that cannot be answered by the FAQ pages. Please note that there is no facility to telephone the Test Administrators, however, every effort is made to ensure all email queries are answered within 48 hours during term time school hours. You may not expect a response outside of term time school hours.