



Test Information for Parents

The SW Herts Schools 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 19th June 2020. **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 20th April. It will remain accessible until Friday 19th 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 Stage 2 appointments (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.

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 and the SWH Reference given on registration by email to the Test Administrators at enquiries@swhscregistrations.co.uk or if you are unable to send it by email yourself, please ask your primary school to assist you. It is very important that you do this so the paperwork is received by Friday 19th 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 19th 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.

7. We hope to allocate test centres by Wednesday 1st July. If there are any changes to the date test centres are allocated, we will let you know. This has absolutely no bearing on the schools to which you might eventually apply.
8. The tests will take place in September.
9. 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 to take the tests.

Key Testing Dates 2020 for Secondary Transfer 2021

Date - 2020	Test
Monday 20 th April	Online registration for the tests opens
Friday 19 th June	Online registration closes
Wednesday 1 st July (around noon)* <i>(*registrants will be notified of any change to this date)</i>	Parents informed of test venue
Saturday 5 th September	Academic test
Monday 7 th September	Music aptitude test
Friday 11 th September or Tuesday 15 th September*	Queens' School sports aptitude test
Thursday 17 th September (around noon)	First Round music scores notified to parents
w/c Monday 21 st September	Start of second round music tests
Wednesday 14 th October (around noon)	Scores notified to parents
Saturday 31 st October	Secondary application deadline

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

Please contact the Test Administration Team at enquiries@swhscregistrations.co.uk 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 Administration Team, however, every effort is made to ensure all email queries are answered within 48 hours during term time school hours.