



Laurance Haines
School

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ENJOY, CARE, AIM HIGH AND SUCCEED TOGETHER

Dear Parents and Carers of Children in Year 5

30 April 2018

Secondary Transfer – Testing Before Preference

I am writing to let you know that it is now **time to register your child** if you want them to take the secondary transfer tests which will take place in September. A number of our local secondary schools use these tests as part of their admission process.

The schools in question are

**Bushey Meads School
Parmiter's School**

**Queens' School
Rickmansworth School
St Clement Danes School**

**Watford Grammar School for Boys
Watford Grammar School for Girls
Croxley Danes (Music aptitude only)**

If you are considering applying next term for a place for your child at any of the above schools, you will need to register your child to take the test before Friday 22 June 2018. Please read the following guidance carefully.

1. The website for registering your son or daughter will open from today Monday 30 April until Friday 22 June and you can register your child at any time until then. **Late registrations will not be accepted.**
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 logging on to a parent portal using a password. The password should be memorable and secure. Once you register you must regularly log on to the secure web page to view the initial registration for the tests, the allocation of the test centre for the tests you wish your child to take, and the allocation of music audition times (if your child is successful in Music Stage 1). Results of tests will be available on the site. Please see the calendar on the website for information on timescales and deadlines. Please remember that 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.
4. Alternatively you can register by post, you will need to download a form for each child from the website, or collect one from one of the above schools. The address to send the completed registration to is on the form. The closing date for receipt of a paper application is also Friday 22 June 2018.
5. If you register by post and want to receive an acknowledgement that your form has been received, please enclose a stamped addressed envelope.
6. **Do not use both methods to register the same child;** use the online system **or** the postal address.
7. If you decide to collect a form from one of the schools, you should also receive information confirming future important dates, and the Familiarisation Papers. Familiarisation Papers are examples of the tests, and will give your child an idea of the type of questions that are asked although the standard in the test is different. These are also available on the above website.



8. 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 Headteacher. 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 to: Test Co-ordinator, South West Herts Schools Tests, PO BOX 2439, Watford, WD18 1UZ, or scan and email the evidence to swhsconsortium@gmail.com. It is very important that you do this so the paperwork is received by Friday 22 June, at the latest. If you are unsure of your child's eligibility for special provision, please contact any Admission Secretary at one of the Consortium schools.
9. The tests will take place in September. You will be allocated a test centre by Wednesday 4 July. This has absolutely no bearing on the schools to which you might eventually apply.
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 sit the tests.

Date	Test
Monday 30 April	Online registration for the tests opens
Friday 22 June	Online registration closes Late registrations will not be accepted.
Wednesday 4 July	Parents informed of test venue SEN notification date – see 8 above.
Saturday 8 September	Academic test
Thursday 13 September	Music aptitude test
Friday 14 September or Tuesday 18 September*	Queens' School sports aptitude test*
w/c Monday 24 September	Start of second round music tests
Wednesday 17 October	Scores notified to parents
Wednesday 31 October	Secondary application deadline

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

If you need access to the internet to make your registration you are welcome to use the computers in our Community Room, however, if you have any queries regarding the secondary admission process please contact one of the Consortium schools listed above for assistance. Please note that Laurance Haines School has no involvement or influence in the administration of this process and you must contact the schools directly as detailed in this letter.



James Roach
Headteacher