

# **FREQUENTLY ASKED QUESTIONS**

## **FURTHER INFORMATION IS CONTAINED THE IN THE ADMISSION NOTES**

### **GENERAL**

#### **HOW DO I MAKE AN APPLICATION?**

1. Send a completed Supplementary Information Form (SIF) form to Watford Grammar School for Girls (this will be available from School from September 2018).
2. Send a completed Common Application Form (CAF) form to your own Local Authority (the Authority to whom you pay your Council Tax) with Watford Grammar School for Girls as a named School. (This will be available from your Local Authority in September 2018).

**BOTH FORMS MUST BE COMPLETED BEFORE THE APPLICATION DEADLINE.**

**WHAT IS THE DFE NUMBER FOR WATFORD GRAMMAR SCHOOL FOR GIRLS?**  
9195403

#### **WHAT HAPPENS IF I DO NOT SUBMIT A SUPPLEMENTARY INFORMATION FORM (SIF) TO WATFORD GRAMMAR SCHOOL FOR GIRLS?**

We will not know about your application and will, therefore, be unable to consider your daughter for a place in Year 7.

#### **WHAT HAPPENS IF I DO NOT SUBMIT A COMMON APPLICATION FORM (CAF) TO MY LOCAL AUTHORITY?**

Even if you take the Academic and/or Music tests, we will **not be able to offer your daughter a place**

#### **IF I LIVE OUTSIDE HERTFORDSHIRE, DO I STILL NEED TO SUBMIT AN APPLICATION TO HERTFORDSHIRE COUNTY COUNCIL?**

No, but you MUST complete the Common Application Form for your own Local Authority (the Authority to whom you pay your Council Tax) with Watford Grammar School for Girls as one of your named preferred Schools.

#### **CAN I APPLY IF MY POSTCODE IS NOT IN ONE OF YOUR POSTCODE AREAS?**

Last year the school received almost 900 applications for 210 places and, unfortunately, this means that, because of our over subscription criteria, applicants outside the Admission Area have no realistic chance of being offered a place.

Unless you are intending to apply to another school within the SW Herts Consortium, under whose admission arrangements your child would be considered for a place, there is no point in making your child take the tests.

Having taken the test will not make your child eligible for a place unless the application complies with the rest of our admissions arrangements, principally that the child's home address is inside the WGGGS admissions areas. Should you apply from outside the Admissions Area, even after your child has taken the tests, your application will merely be acknowledged and retained. Should it transpire that there are insufficient acceptances from applicants within the Admission Area to fill all the

places, **only then** could your application be receive consideration. To give you an idea of the likelihood of an offer due to this event, to date, it has never happened.

#### **CAN I APPLY UNDER MORE THAN ONE CRITERION?**

Yes, you can apply under as many criteria as are relevant.

#### **WHAT IS THE DIFFERENCE BETWEEN CRITERION 2 (PROXIMITY) AND CRITERION 6 (DISTANCE)?**

The distances of ALL applicants are measured and placed in order. Criterion 2 is the initial 10% of places that are offered. Criterion 6 Distance places are offered if there are any places left at the end of the allocations. We simply return to the distance list and continue to work down it.

#### **HOW NEAR TO THE SCHOOL DO I HAVE TO LIVE TO QUALIFY UNDER THE DISTANCE CRITERIA?**

This will vary from year to year depending on who is applying and where they live. Information regarding the furthest child admitted under the Distance criterion for previous years is on the website under 'Historical Information'. See Admissions Notes for more information on the measurement.

#### **DO YOU WANT TO KNOW ABOUT MY CHILD'S SPORTING ABILITIES AND EXTRA-CURRICULAR ACTIVITIES?**

No. This does not affect her application.

#### **IS THERE A SCHOOL BUS FROM NEAR MY HOME ADDRESS?**

There is no School transport. The School is a short walk from Watford Town Centre which is well served by buses. Many girls travel by train to Watford High Street station which is close to the School. Increasing numbers of girls walk or cycle to School.

NB: If your query is not answered here, please read the full Admission Notes.

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## **ENTRANCE TESTS**

The parents of any child currently in Year 5, who might apply for a place in Year 7 in September 2019 at any of the Consortium schools under the Test Criteria or Music Criteria will need to register with the Consortium. The best way to do this is via the South West Herts Consortium Schools website which can be found [here](#).

PLEASE NOTE: application for the South West Herts Consortium Schools tests is **NOT AN APPLICATION FORM TO ANY SCHOOL.**

Therefore, if you are contemplating applying to one or more of these schools, the form MUST be completed. The Consortium Schools are: Watford Grammar School for Boys, Watford Grammar School for Girls, Parmiter's School, St. Clement Danes School, Croxley Danes School, Rickmansworth School and Queens' School. You should make a single application which is valid for all of the Consortium Schools.

The school's admissions tests are administered jointly by the South West Herts Admissions Consortium (**NOT HERTFORDSHIRE COUNCIL**). Your child will take

one test regardless of which school/s you might later apply to. Your child will not need to take a different test for each school.

An electronic form to register for the tests will be available from Monday 30<sup>th</sup> April 2018 to Friday 22<sup>nd</sup> June 2018 only. Late applications will not be accepted. The website address is: [www.swhertsschools.org.uk](http://www.swhertsschools.org.uk). and full instructions can be found on how to register at TAB 2.

### Key Testing Dates 2018 for Secondary Transfer 2019

<b>Online registration for the tests opens</b>	<b>Monday 30<sup>th</sup> April 2018</b>
<b>Registration Closes</b>	<b>Friday 22<sup>nd</sup> June 2018</b>
<b>Date of Test Venue Notification</b>	<b>Wednesday 4th July 2018</b>
<b>SEN Notification Date</b>	<p>Immediately after registering please send a copy of the written evidence from your Primary School Head, quoting your child's full name, date of birth and South West Herts Reference number either to <a href="mailto:swhsconsortium@gmail.com">swhsconsortium@gmail.com</a> or to:</p> <p>Test Co-Ordinator, South West Herts Schools Tests, PO Box 2439, Watford WD18 1UZ</p> <p><b><i>by Friday 22nd June at the latest.</i></b></p>
<b>Academic Test</b>	<b>Saturday 8th September 2018</b>
<b>Music Test</b>	<b>Thursday 13th September 2018</b>
<p><b>Sports (Queens' School Only)</b></p> <p>The PE Aptitude Test is for applicants to Queens' School only. Owing to the overwhelming response to this test, we stress that only those with exceptional sporting ability and who live within our catchment area (WD3-WD7, WD17-WD19, WD23–WD25, AL2 (South of M25), HA6, HA5 3**, HA5 4**, HA3 6**, HA7 3**, HA7 4**) have a realistic chance of achieving a place through this route.</p> <p><b>Children who have a sibling who will be attending Queens' School at the time of admission need not apply for this test.</b></p>	<p><b>Friday 14th September or Tuesday 18th September 2018.</b>In order to accommodate the high number of applicants, the test will be on:</p> <p><b>Friday 14th September 2018 and Tuesday 18th September 2018.</b></p> <p><b>Tests dates will be allocated on an alphabetical basis which cannot be changed. No other dates are available.</b></p>
<b>Start of Second round music tests</b>	<b>Week commencing: Monday 24th September 2018</b>
<b>Scores Notified</b>	<b>Wednesday 17th October 2018</b>

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

### ACADEMIC TEST

(Mathematics and Verbal Reasoning)

Sample questions for the Academic Tests, will be available on the Consortium website. There are no sample questions available for the Music Test.

**TESTS:** There will be two tests, Mathematics (50 minutes) and Verbal Reasoning (approximately one hour to deliver, including practice examples for each section).

The scores are "age standardised". This takes into account the age range within the year group so that all have a fair assessment.

There is no pass mark for the academic test, places being offered strictly in descending order of each applicant's standardised test score until the places are filled.

### **ACADEMIC TEST - Special Consideration**

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 of the written evidence together with: child's full name, child's full date of birth of your child and the SWH Reference number either by scan and email to [swhsconsortium@gmail.com](mailto:swhsconsortium@gmail.com) or by post to:

**BY POST:** Test Co-ordinator  
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 22nd JUNE 2018** at the latest. If your evidence of special provision is not received by this date, it may not be possible to accommodate your child.

If you are unsure of your child's eligibility for special provision, please contact any Admissions Officer at any one of the Consortium Schools.

### **MUSIC TEST**

All applicants for Music will sit a written aptitude test. The test does not require any previous knowledge of music theory. There are no practice papers for the Music Test.

### **MUST MY CHILD TAKE THE ACADEMIC TEST AND/OR MUSIC TEST**

If you are not applying under Criterion 1, 3 or 4 then you are strongly advised to enter your daughter for the school's admissions tests provided for in criteria 7 and 8. (Please refer to the Admission Arrangements and the accompanying notes).

### **WHAT HAPPENS IF MY CHILD IS NOT ABLE TO ATTEND THE ACADEMIC AND/OR MUSIC TEST?**

You will not be permitted to take the Academic or Music Test on an alternative date for any other reasons than medically certificated illness or religious observance. If your child is being tested on the main academic test day (Saturday) in another Borough or County, *it may be possible* to swap your test **SESSION** from morning to afternoon or vice versa, however there will be limited availability to offer this and any request should be submitted to your test centre **prior** to the end of the academic year 2018. Please note that requests for session swaps **WILL NOT BE OFFERED AN ALTERNATIVE DATE** and will not be offered at all after 19th July. We are not able to offer alternative test dates for the music test due to borough clashes. The music test is held **AFTER** school.

### **WHAT SHOULD I DO IF MY CHILD IS ILL ON THE DAY OF THE ACADEMIC AND/OR MUSIC TEST?**

You should notify the test centre as soon as possible and the applicant will be offered one alternative date. You **WILL** be required to produce a medical certificate as evidence.

### **WHAT HAPPENS IF MY CHILD LATER COMPLAINS THAT SHE FELT ILL DURING HER ACADEMIC AND/OR MUSIC TEST?**

If your child feels ill on the day of the Test, you should inform the school so that arrangements can be made for her to attend on the alternative date. You will be required to produce a medical certificate as evidence. If she takes the tests but says afterwards that she felt unwell during them, there is nothing that can be done.

**If she completes the test, her score will stand regardless of whether she felt unwell on the day. No adjustment can be made to marks once a test is taken.**

### **IF WATFORD GRAMMAR SCHOOL FOR GIRLS IS MY ALLOCATED TEST CENTRE FOR THE ACADEMIC TEST AND/OR MUSIC TEST, CAN I PARK ON SCHOOL PREMISES?**

No. There are no parking facilities for applicants during the tests and cars cannot be brought onto the school grounds. Parents must register their child and then leave the building and the school site - returning at the time specified by the School.

### **WHEN WILL I BE NOTIFIED OF THE TEST VENUE?**

**The Consortium will NOT contact you. YOU MUST keep checking your Registration on the Consortium Website** for all information. This includes Test Centre Allocation for both Academic and Music, the marks achieved by your child, if MUSIC test is taken then the audition time will be on line. The Consortium **will only contact you** with confirmation of your Registration and at no other time. All the key dates are noted above. The venue allocated will have absolutely no bearing on any eventual applications or allocations.

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