



**FREQUENTLY ASKED QUESTIONS  
FURTHER INFORMATION IS CONTAINED THE IN THE ADMISSION NOTES**

**GENERAL**

**HOW DO I MAKE AN APPLICATION?**

1. 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 online in September 2020).
2. Complete our online Supplementary Information Form (SIF) form (this will be available on the admissions page of our website from September 2020).

**THE LOCAL AUTHORITY FORM (CAF) 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 until December and, if we need to clarify any aspect of your application, we will be unable to carry contact you. This may result in a delay to your application.

**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 WGGs 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 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 after allocating Criteria 1-5, 7 and 8. 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. As a general rule of thumb, this distance is under 1km.

#### **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 2021 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 (music only), 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 20<sup>th</sup> April 2020 to Friday 19<sup>th</sup> June 2020 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 2020 for Secondary Transfer 2021**

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| <b>Online registration for the tests opens</b>   | Monday 20th April  |
| <b>Registration Closes</b>   | Friday 19th June   |
| <b>Date of Test Venue Notification</b>   | Wednesday 1st July (around noon)   |
| <b>Special Provision Notification Deadline</b>   | <p>If your child usually receives extra time or special intervention in class then you must let us know as soon as possible. Immediately after registering please scan and send a copy of the written evidence from your Primary School Head or SENDCo, quoting your child’s full name, date of birth and South West Herts Reference number by email to:</p> <p style="text-align: center;"><a href="mailto:swhsconsortium@gmail.com">swhsconsortium@gmail.com</a></p> <p>by <b>Friday 19th June at the latest</b>. If you do not submit your evidence prior to the deadline, we may not be able to offer the special provision requested. There is no facility to send hard copy documents by post. If you do not have a scanning facility, please ask your child’s primary school to assist you.</p> |
| <b>Academic Test</b>   | Saturday 5th September   |
| <b>Music Test</b>  | Monday 7th September   |
| <p><b>Sports (Queens’ School Only)</b></p> <p><b>The PE Aptitude Test is for applicants to Queens’ School only.</b></p> <p><b>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–</b></p> | <p>In order to accommodate the high number of applicants, the test will be on:</p> <p>Friday 11th September and</p> <p>Tuesday 15th September</p> <p>Tests dates will be allocated on an alphabetical basis which cannot be changed. No other dates are available.</p>   |

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| 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.<br><br>Children who have a sibling who will be attending Queens' School at the time of admission need not apply for this test. |                                       |
| <b>First Round Music Scores Notified to Parents</b>   | Thursday 17th September (around noon) |
| <b>Start of Second Round Music Tests</b>  | Week commencing Monday 21st September |
| <b>Scores Notified to Parents</b>   | Wednesday 14th October (around noon)  |
| <b>Secondary Application Deadline</b>   | Saturday 31st October                 |

Please contact the Test Administrators at [swsconsortium@gmail.com](mailto:swsconsortium@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 Administration Team, however, every effort is made to respond to email queries within 48 hours during term time school hours. The inbox is not monitored with any frequency during School holidays so please do not expect a response.

### **ACADEMIC TEST**

(Mathematics and Verbal Reasoning)

Please click here for further information <http://www.swhertsschools.org.uk/academic-ability-test/>

### **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. Please click here for further information <http://www.swhertsschools.org.uk/music-aptitude-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 2020. Please note that requests for session swaps **WILL NOT BE OFFERED AN ALTERNATIVE DATE** and will not be offered at all after the end of term. We are not able to offer alternative test dates for the music test due to borough clashes. The music test is held **AFTER** school. Please click here for further information <http://www.swhertsschools.org.uk/faq>

### **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. Please click here for further information <http://www.swhertsschools.org.uk/faq>

### **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.** You must consider very carefully your child's suitability to test if they have been unwell immediately prior to test day. It may be in your child's best interests, once medical evidence has been supplied to accept a place on the reserve test date to give your child the best chance. We reiterate that **no adjustment can be made to marks once a test is taken under any circumstances.**

### **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?**

**Your allocated test centre will send you a single email prior to testing to confirm your allocation. The Consortium will NOT contact you. YOU MUST keep checking the parent portal 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 test timings 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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