



SOUTH WEST HERTS CONSORTIUM SCHOOLS

SECONDARY TRANSFER 2021 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 for a place for your child at any of these schools, you will need to register with the Consortium between the dates of Monday 20th April 2020 and before Friday 19th June 2020. Please read the following guidance carefully.

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.**
4. Once you register you must regularly log on to the parent portal to view the initial registration of tests/the allocation of test centre/allocation of Music Stage 2 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 parent portal to view the information at the appropriate times throughout the testing process. **You will not be contacted via email from the Consortium 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/>. Our test provider for both maths and verbal reasoning is GL Assessment.
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, or if your child usually receives extra time or special support in class, you must provide written confirmation of this from your child's current school Headteacher by **Friday 19th June 2020**. This evidence must be sent immediately after registering for the test.

Please scan and send via email with the child's full name, date of birth and SWHSC reference number clearly marking the email **SPECIAL CONSIDERATION** in the subject heading, along with the written evidence, to enquiries@swhscregistrations.co.uk. There is no facility for sending hard copy documents by post.

Receipt of your email will be confirmed by the Test Administrators. Details of special consideration offered will be sent by the test centre, once your child has been allocated to one.

It is very important that you do this so the paperwork is received by Friday 19th June, at the latest. It is not the responsibility of your child's primary school to submit this information to us. **If it is not received by Friday 19th June, it may not be possible to provide the appropriate support. SEN provision has to be arranged by each individual test centre and staffed according to the individual requirements of the candidates. It is a complicated logistical exercise within the staffing constraints of each school and is not undertaken lightly. You are therefore requested to submit your requests as early in the process as possible.**

8. You will be allocated a test centre by Wednesday 1st July. This has absolutely no bearing on the schools to which you might eventually apply.
9. The tests will take place in October.
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 2020 for Secondary Transfer 2021

Online registration for the tests opens	Monday 20th April
Registration Closes	Friday 19th June
Date of Test Venue Notification	Wednesday 1st July (around noon)
Academic Test	Saturday 17 th October and Sunday 18 th October
Music Test	Monday 19 th October and Tuesday 20 th October
First Round Music Scores Notified to Parents	Thursday 29 th October (around noon)
Start of Second Round Music Tests	Week commencing Monday 9 th November

Secondary Application Deadline	Saturday 31st October
Scores Notified to Parents	Sunday 29 th November (around noon)
Deadline for Acceptance of Changes to Preferences by HERTFORDSHIRE COUNTY COUNCIL (if you are not a Hertfordshire resident, please check with your local authority how they will allocate testing after preference)	Friday 4 th December

Please contact the Test Administrators at enquiries@swhsregistrations.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 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.