



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 2023).
2. Complete our online Supplementary Information Form (SIF) form (this will be available on the admissions page of our website from September 2023).

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 contact you. This may result in a delay to your application particularly if we need to carry out address checks or ascertain a sibling or cross sibling link. If we need to carry out address checks, this will almost certainly delay your application being confirmed by us to the Local Authority.

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 (i.e. NOT Watford Girls), 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 WGS admissions areas**. Should you apply from outside the Admissions Area, even after your child has taken the tests, your application will merely be acknowledged. 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. The number of places we are able to offer under Criterion 6 varies from year to year and is dependent on how many places we have offered under Criteria 1-5. For example, if we receive a lot of sibling and cross-sibling applications, the number of places we are able to offer under Criterion 6 will be less.

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 generally well under 1km and is often under 700m.

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 2024 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 test 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 of the Consortium school/s you might later apply to. Your child will not need to take a different test for each Consortium school.

An electronic form to register for the tests will be available from Tuesday 11th April 2023 to Friday 16th June 2023 only. Late applications will not be accepted. The website address is: www.swhertsschools.org.uk and full instructions can be found on how to register at TAB 2.

Key Testing Dates 2023 for Secondary Transfer 2024

Online registration for the tests opens	Tuesday 11th April
Registration Closes	Friday 16th June
Date of Test Venue Notification	Friday 7th July (around noon)
Special Provision Notification Deadline	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 enquiries@swhscregistrations.co.uk by Friday 16th June at the latest . If you do not submit your evidence prior to the deadline, your child will be offered the special provision requested on the Reserve Date only and not on the main test day. 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.
Academic Test	Saturday 9th September
Music Test	Monday 4th September
Sports (Queens' School Only)	Wednesday 13th September

<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>Children who have a sibling who will be attending Queens' School at the time of admission need not apply for this test.</p>	
First Round Music Scores Notified to Parents	Thursday 14th September (around noon)
Start of Second Round Music Tests	Week commencing: Monday 25th September
Scores Notified to Parents	Wednesday 18th October (around noon – it will <u>not</u> be at 9.00am)
Secondary Application Deadline	31st October

Please contact the Test Administrators at enquiries@swhscregistrations.co.uk if any of the above is unclear or if an alternative test date than those shown above is required due to religious observance, illness or in the instance of a lockdown at the time of the test, public health measures 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.

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