



## 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 2024).
2. Complete our online Supplementary Information Form (SIF) form (this will be available on the admissions page of our website from September 2024).

#### **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 this means that, because of our over subscription criteria, applicants outside the Admission Area have no chance of their application being successful.

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 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. 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 (known as "Distance 1") is the initial 10% of places that are offered. Criterion 6 (known as "Distance 2") 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, or "Distance 2", 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 600m.

#### **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 2025 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. YOU MUST STILL APPLY VIA YOUR LOCAL AUTHORITY. THE RULES FOR APPLICATION ARE NOT THE SAME AS FOR, SAY, THE BUCKS OR SLOUGH 11+.**

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 Monday 8<sup>th</sup> April 2024 to Friday 14<sup>th</sup> June 2024 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.

### **Key Testing Dates 2024 for Secondary Transfer 2025**

<b>Online registration for the tests opens</b>	<b>Monday 8th April</b>
<b>Registration Closes</b>	<b>Friday 14th June</b>
<b>Date of Test Venue Notification</b>	<b>Friday 5th July (around noon)</b>
<b>Special Provision Notification Deadline</b>	If your child usually receives extra time or special intervention in class then you will be asked to upload this to the portal during application, so please have this ready prior to/at the time of application. This must include a copy of written evidence from your Primary School Head or SENDCo, and must be uploaded when you submit your application form. The last date for this is <b>Friday 14th June</b> when the portal closes. If you do not submit your evidence prior to the deadline, we will not be able to offer the special provision requested on the main test day and your child will be offered the requested provision on the reserve test day, the date for which will be communicated to you separately. 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.
<b>Academic Test</b>	<b>Saturday 7th September</b>
<b>Music Test</b>	<b>Monday 9th September</b>
<b>Sports (Queens' School Only)</b> 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	<b>Wednesday 11th September</b> Timings for your child's test will be sent directly to you from Queens' School. Any queries in this regard must be sent directly to <a href="mailto:admissions@queens.herts.sch.uk">admissions@queens.herts.sch.uk</a>

<p>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>	
<b>First Round Music Scores Notified to Parents</b>	<b>Thursday 19th September (around noon)</b>
<b>Start of Second Round Music Tests</b>	<b>Monday 23rd September to Friday 27th September</b>
<b>Scores Notified to Parents</b>	<b>Wednesday 16th October (around noon – it will <u>not</u> be at 9.00am)</b>

It may be an idea to print out this page so that you can refer back to it easily if required. Parents must log in to the parent portal at regular intervals to ensure they have up to date information, particularly for the music test.

Please contact the Test Administrators at [info@swhertsschools.org.uk](mailto:info@swhertsschools.org.uk) if any of the above is unclear, or if you have any queries that cannot be answered by the [FAQ pages](#) or finally, if an alternative test date than those shown above is required. An alternative test date may be offered due to religious observance, illness, in the instance of a lockdown at the time of the test, public health measures only. 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 during School holidays so please do not expect a response.

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