

5th May 2015

Dear Colleagues,

The website and postal facility for parents to register their children to sit tests for any of the SW Herts Consortium schools are now available. The schools are: Parmiter's, Bushey Meads, St Clement Danes, Rickmansworth, Queens', Watford Grammar School for Boys and Watford Grammar School for Girls.

The test registration website address is: www.swhertsschools.org.uk . There are links to each school's website, and a frequently asked questions section.

I hope the following information is helpful when you advise parents about the secondary transfer process. It might help calm any worries or overcome any opening day hitches to stress that the parents have seven weeks to register for the tests and there is no advantage in doing so on the first day.

Please feel welcome to contact any of the Consortium schools if you have any problem.

The following information for parents has been posted on all the Consortium schools' websites. It should be made available to Year 5 parents at your school.

Steve Johnson,
Deputy Headteacher,
Watford Grammar School for Girls
on behalf of the SW Herts Admissions Consortium.

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:

Parmiter's, Queens', Rickmansworth, Bushey Meads, 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 before Friday 19th June 2015. Please read the following guidance carefully, particularly no.12.

1. The website for registering your son or daughter with the Consortium will open at midday on Tuesday 5th May. It will remain accessible until Friday 19th June 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 receive an email confirming that we have registered your child.
4. If you wish to register by post, you will need to download a form for each child from the website, or collect one from any of the Consortium schools. The address to send the completed registration is on the form. The closing date for receipt of a paper application is also Friday 19th June 2015.
5. If you register by post and want to receive an acknowledgement that we have received your form, please enclose a stamped addressed envelope.
6. **Do not use both methods to register the same child;** use the online system or the postal address, not both.
7. If you decide to collect a registration form at one of the Consortium schools, you should also receive a paper with important test dates, and the Familiarisation Papers. Please remember to ask for these if you do not. The Familiarisation Papers can be also be downloaded from the registration website: www.swhertsschools.org.uk
8. 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.
9. 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 test registration confirmation email along with the written evidence to 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 26th June, at the latest.

10. You will be allocated a test centre by Monday 6th July. This has absolutely no bearing on the schools to which you might eventually apply.
11. The tests will take place in September.
12. 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 sit the tests.

The South West Herts Admissions Consortium
May 2015.

Key Dates for secondary transfer 2015-16

Date - 2015	Test
Tuesday 5 th May	Online registration for the tests opens
Friday 19 th June	Online registration closes
Monday 6 th July	Parents informed of test venue
Saturday 5 th September	Academic test
Tuesday 15 th September	Music aptitude test
Friday 18 th September or Tuesday 22 nd September*	Queens' School sports aptitude test
Saturday 19 th September	Bushey Meads technology aptitude test
w/c Monday 28 th September	Start of second round music tests
Monday 19 th October	Scores notified to parents
Friday 30 th October	Secondary application deadline

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