

HERTFORDSHIRE COUNTY COUNCIL
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April 2020

Dear Y5 Parents – I hope you are all well. I very much miss your children and you. Knowing what a wonderful group of people you are, I am sure that you are all looking after each other. School is a very strange place without you. I very much look forward to seeing you all again.....in the future – Warmest wishes Miss Ali

It seems odd to be contacting you about secondary transfer but.....

Secondary School Admissions for September 2021

If you are considering applying to any of the schools in the South West Herts Consortium under the criteria of the variety of tests they operate (academic, music and sports), please read the information below.

REGISTRATION FOR THE SOUTH WEST HERTFORDSHIRE SCHOOLS CONSORTIUM TESTS FOR SECONDARY TRANSFER ENTRY IN SEPTEMBER 2021

www.swhertsschools.org.uk

I have had a look at this site – the ‘How to register’ tab at the top is very comprehensive. Familiarisation papers available through one of the tabs.

This site is merely to **register your child** to complete the tests for entry to the South West Herts Consortium Schools in September 2021. Only those children born between 1 September 2009 and 31 August 2010 are eligible to take these optional selective tests.

Before you click below to commence your registration, we strongly advise that you spend a few minutes reviewing the information under the **“How To Register”** tab. Each year many avoidable situations arise as a result of simple errors such as **failure to “activate”** your account, which means you have not registered, even if you think you have. Similarly, clicking on the option to **“withdraw” without understanding** what this option is for may result in your child being ineligible to take the test in September despite registering on time.

On a final note, it is advisable to scroll to the bottom of this page and read the information provided to ensure that you are eligible to apply for the Consortium Schools in which you are interested and that you are available on the test dates. If you are not eligible to apply for one or more of the

Consortium Schools, your child will be testing unnecessarily as your application for secondary transfer may risk being discarded by Schools for which you are ineligible. Please visit the admissions page of the Schools websites for clarification. Information regarding timescales and deadlines for application are available on the [calendar](#).

www.swhertsschools.org.uk

Click [HERE](#) to log in to the Parent Portal to access your child's test information

LATE REGISTRATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES. IF YOU BELIEVE YOUR SITUATION IS EXCEPTIONAL, PLEASE REFER TO THE FAQ SECTION VIA THE TAB ABOVE.

Parents must ensure their child's availability on the published test dates. One further date for the academic and music test will be arranged, if required, for children who miss the main testing days because they were medically unfit (a medical certificate will be required) or for specific religious observance only (confirmation of membership of religious community will be required).

Parents/Carers: please see the [calendar](#) for information on timescales and deadlines. Please remember that it is **your responsibility**, as a parent/carer, to log on to the secure website to view the information at the appropriate times throughout the testing process.

The Consortium will not send notification emails. All information regarding the test cycle is available via the Parent Portal.

The South West Hertfordshire School Admissions Consortium consists of the following schools:

- Croxley Danes (music only)
- Rickmansworth
- St Clement Danes
- Parmiters
- Queens'
- Watford Grammar School for Boys
- Watford Grammar School for Girls

Registration for a test **is not** an expression of interest in or application for secondary transfer for any of the schools concerned. Once the secondary transfer process opens in September 2020, you must complete the preference form of your home Local Authority (i.e. the Local Authority to which you pay council tax).

This website is for parents who might at that time apply to any of the Consortium schools under its academic or aptitude criteria. Before registering you must check the individual schools' admissions criteria to see if your child is eligible for a place there. Here is a [link](#) to the schools' websites where you can check your eligibility.

PLEASE ENSURE YOU COMPLETE THE TEST REGISTRATION ACCURATELY – ONLY ONE REGISTRATION IS PERMITTED PER CHILD. DO NOT REGISTER TWICE. IF YOU MAKE AN ERROR IN YOUR APPLICATION, LOG BACK IN AND MAKE THE CHANGES. ANY DUPLICATE REGISTRATIONS WILL BE DELETED.

BEFORE YOU START THIS PROCESS PLEASE ENSURE YOU KNOW WHICH TESTS YOU WOULD LIKE YOUR CHILD TO TAKE

Queens School PE Aptitude Test

*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.***

Children who have a sibling who will be attending Queens' School at the time of admission need not register for this test.

*In order to accommodate the high number of applicants, the test will be on **Friday 11th September 2020** and **Tuesday 15th September 2020**. Tests dates will be allocated on an alphabetical basis which cannot be changed. No other dates are available.*

Creating Your Child's Test Account

You will be asked to register for the tests by creating and activating an account. This requires you to input your email address (which will become your username) and a password. The password should be memorable and secure. You will then receive an email asking you to **activate** your account. You will not have created your account until you go through this process. Once your account is activated, you must register your child, inputting name, address, date of birth and the tests you would like your child to take. If you do not input your child's personal data, you have not registered for the test.

Once you have registered, you must regularly log on to the **Parent Portal to view the initial registration for the tests, the allocation of the test centre for the tests you wish your child to take, and the allocation of Music Round 2 times (if your child is successful in Music Round 1). Results of tests will also be available on the site.**

Please see the [calendar](#) for information on timescales and deadlines. Please remember that 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.

The school at which your child will take the test has absolutely no bearing on your preferred school for secondary transfer.

Special Consideration

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.**

You should continue to refer occasionally to this website for any further important announcements in relation to the tests and the Parent Portal.

Please note that the Test Administrators will try to respond to your emails within 48 hours in normal school working hours during term time. If you email during the holidays, we will not respond within the same time frame.

Key Testing Dates 2020 for Secondary Transfer 2021

Date - 2020

Monday 20th April

Friday 19th June

Wednesday 1st July (around noon)

Saturday 5th September

Monday 7th September

Friday 11th September or Tuesday 15th

September**

Thursday 17th September (around noon)

w/c Monday 21st September

Wednesday 14th October (around noon)

Saturday 31st October

Online registration for the tests opens

Online registration closes

Parents informed of test venue

Academic test

Music aptitude test

Queens' School sports aptitude test

First Round music scores notified to parents

Start of second round music tests

Scores notified to parents

Secondary application deadline

*The venues for the academic test are a logistical exercise – they are allocated geographically, are no reflection of and have no bearing on your personal preferences

**Sports Test dates are allocated on an alphabetical basis which cannot be changed