



Important Test Information for Parents

The SW Herts Schools 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 under the academic or music criteria for a place for your child at any of these schools, you will need to register with the Consortium before Friday 6th June 2025.

No late registrations will be accepted. If you feel you have extenuating circumstances that you consider relevant to any failure to register, you will have the opportunity to present these during the Secondary Transfer Appeals process. **Please read the following guidance carefully, particularly no.9.**

1. The website for registering your son or daughter with the Consortium is now open, having become operational on Tuesday 1st April. It will remain accessible until Friday 6th June which is a period of almost ten weeks and you can register your child at any time in that period.
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. **We strongly advise the following:**
 - a. You do not use a work email address. The firewall generally prevents our email responses for account activation being permitted to enter your inbox. Please use a personal email address.
 - b. Add the Consortium Administration Enquiries email address **to your contacts** to ensure that emails are received and not deposited in junk or spam without you seeing them. This is:

info@swhertsschools.org.uk

This will assist in preventing crucial communications from being either blocked or filtered into Junk, Spam or Deleted Items. This is particularly important in case of any changes to test dates or timings or if you apply to have a marking review, the results for which are emailed.

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 though you will be able to access your registration information throughout the registration period in case you want to change your test preferences or any of your information other than your email address. No changes can be made once registration closes on 6th June.



4. Once you register you must regularly log on to the secure web page to view the initial registration of tests/the allocation of test centre/allocation of Music Stage 2 appointments (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 secure website to view the information at the appropriate times throughout the testing process. You may be reminded by the individual test centre you have been allocated of your test timings immediately prior to test day.
5. The Familiarisation Papers can be downloaded from our website using this link: <http://www.swhertsschools.org.uk/familiarisation-papers/>. To help children get themselves familiar with the format and types of questions found in the South West Herts Consortium Schools tests, GL Assessment have provided us with free sample materials. It is a good idea to familiarise your child with the format of these tests so that, on test day, they will recognise the test booklet where the questions are written and the separate answer sheet where candidates are expected to record their answers (rather than recording answers in the test booklets which are collected up at the end of the test and shredded). **We believe these materials are a useful tool to prepare your child to be able to recognise the test booklets and the separate answer sheet in readiness for test day. As entrance tests vary from area to area, the familiarisation materials and practice papers offered on the link below are generic and are not intended to replicate the timings or number of questions on the papers candidates will take on test day. These materials are not designed for a specific area, region, or test and the quantity of questions and timings should not be relied upon as a baseline for the test that will be taken in September.**
6. 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 SENDCo. This evidence **MUST BE UPLOADED** to the portal when you register for the test (Step 3 Child's Welfare and Support Information).

Once we receive this information it will be passed to the test centre to which your child has been allocated in order for them to assess your child's particular requirements. All arrangements are in place for special provision prior to the end of term. You cannot submit this evidence after the closing date of 6th June when the registration portal closes. If you contact us after this date you should be prepared for your child's test centre to decline your request for provision on the main test day and your child will be allocated to the reserve day when your requests can be met in full. A great deal of resource planning goes into the test day and ensuring that staff with the requisite training can be allocated for special consideration. If you are trying to submit evidence after the deadline, please email the Consortium Administration Team

7. You will be allocated a test centre by Friday 27th June. This has absolutely no bearing on the schools to which you might eventually apply. The tests will take place in September.



8. 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 to take the tests.

9. We have set out the Key Testing Dates on the next page. This has been kept separate from the main body of this letter so that you can print out the page and put it somewhere where you will be able to see it, to remind you of the upcoming dates and stages of the test process.



Key Testing Dates In 2025 for Secondary Transfer 2026

Date	Test
Tuesday 1 st April	Online registration for the tests opens
Friday 6 th June	Online registration closes
Friday 27 th June (around noon)	Parents informed of test venue
Saturday 6 th September	Academic test
Monday 8 th September	Music aptitude test
Wednesday 10 th September	Queens' School sports aptitude test
Thursday 18 th September (around noon)	First Round music scores notified to parents
w/c Monday 22 nd September	Start of second round music tests
Thursday 16 th October (around noon)	Scores notified to parents
Thursday 31 st October	Secondary application deadline

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

All communication with regard to the Sports test comes directly from Queens' School and your sports test time will not show on the Parent Portal

Test Administration Team Contact:

The Test Administration Team can only be contacted via email at info@swhertsschools.org.uk. There is no phone support. We aim to respond to email queries within 48 hours during school hours in term time. Please note, response times may be longer during peak periods, such as before and after test score releases. Email responses are specific to your enquiry and may not apply to others. Do not copy, disclose, distribute, or publish the content of these emails, as this is prohibited and may be unlawful. Abusive or anonymous emails will be deleted without a response.

We cannot respond to queries about School Admissions or Applications, as we are solely responsible for test registration and administration. For questions about school places, please contact the relevant school(s) directly. Contact details for all Consortium Schools are available on our website: www.swhertsschools.org.uk

Requests made under the Freedom of Information Act 2000 for data on whole cohort test scores from previous years should note that, in compliance with GDPR regulations, no test information is retained after a test cycle ends. We are required to delete all personal information submitted by registrants within 12 months, and any data from prior test cycles (including raw and standardized scores) is purged from our systems annually.

