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## ASHFIELD JUNIOR SCHOOL

*Inspiring Today's Child for Tomorrow*

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Headteacher: Mrs. Carolyn Dalziel, BA(Hons), PGCE, NPQH

23<sup>rd</sup> April 2018

Dear Year 5 Parents,

### **Re; Secondary Transfer**

The South West Herts Consortium operates a “testing before preference” process for all children wishing to apply to one of their schools (Queens, Rickmansworth, Parmiters, Watford Girls & Boys Grammar Schools, Croxley Danes and St Clement Danes) for secondary transfer. The website and postal facility for parents to use to register their children to sit the tests for any of the SW Herts Consortium schools are available at [www.swhertsschools.org.uk](http://www.swhertsschools.org.uk)

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 22<sup>nd</sup> June 2018 so that your child can take the test. First, 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 best way to register is via the website (address above). Registration will open on 30<sup>th</sup> April, but remember, you have 5 weeks to register and there is no advantage in registering early (except that it will save you forgetting). The website is likely to be very busy early on and may well crash (as it has done in previous years). Mrs Culley will send out a reminder on Schoolcomms after half term and again shortly before the deadline. If you register on-line, you will receive an email from the Consortium confirming that your registration has been successful. **No late registrations will be accepted.**

You can also register by post, but you will need to download a form for your child from the website, or collect one from any of the Consortium schools. The address to send the completed registration is on the form.

Please do not use both methods to register the same child.

If you decide to collect a form at one of the Consortium schools, you should also receive a paper with the important dates later this term, and the Familiarisation Papers. Please remember to ask for a copy if you do not. The Familiarisation Papers can be also be downloaded from the registration website. 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.

You will be allocated a test centre by 4<sup>th</sup> July. The test centre you are allocated has absolutely no bearing on the schools to which you might eventually apply.

Parents of children with Special Educational Needs, who will require the test centre to make particular support arrangements for their child, must send details of the required support arrangements **after** test registration, attached to a copy of the test registration confirmation e-mail. **Do not send these back to Ashfield.** These should be sent to the Head Test Co-ordinator, South West Herts. Schools Tests, PO Box 2439, Watford, WD18 1UZ. It is very important that you do this so that the paperwork is received by **Friday 22<sup>nd</sup> June** at the latest. Parents of children with Special Educational Needs will need to send written evidence and quote their child's full name, date of birth and their SW Herts Consortium registration number. I aim to have letters, confirming the individual needs of children on our SEND register and the adjustments we usually make for them, with you by the half term break, but failing that, they will be with you straight after half term, well before the deadline for submission.

If you have any queries regarding registration, problems navigating the website or the Consortium test, please contact any one of the Consortium schools. Staff will be happy to help you.

Key Dates for secondary transfer 2018-19;

Date - 2016	Test
Monday 30 <sup>th</sup> April	Online registration for the tests opens
Friday 22 <sup>nd</sup> June	Online registration closes
Wednesday 4 <sup>th</sup> July	Parents informed of test venue
Saturday 8 <sup>th</sup> September	Academic test
Thursday 13 <sup>th</sup> September	Music aptitude test
Friday 14 <sup>th</sup> September or Tuesday 18 <sup>th</sup> September*	Queens' School sports aptitude test
w/c Monday 24 <sup>th</sup> September	Start of second round music tests
Monday 17 <sup>th</sup> October	Scores notified to parents
Monday 31 <sup>st</sup> October	Secondary application deadline

*\*Please note that the Queens' School Sporting Aptitude Test is allocated in alphabetical basis and cannot be changed.*

Children taking the aptitude tests during the school day will have their absence authorised automatically, but please let the office know **in advance** if your child will be absent for one of the tests otherwise I cannot authorise the absence.

There will be a Secondary Transfer Information meeting for Year 5 parents between **3.30 and 4.15pm on Thursday 17<sup>th</sup> May in 6W classroom**. This will give you guidance on the secondary transfer application process. The year 5 teachers will "babysit" the children in the year 5 classrooms during the meeting. Please note that this meeting takes the place of the information meeting that in previous years preceded the year 6 "Meet the Teacher" Evening in September.

Kind regards,

Carolyn Dalziel

Headteacher