

## **Redbridge grammar school 11 plus selection test for Transfer to secondary school in September 2018**

**It is the parent's responsibility to find out how their child should be registered for the tests and to ensure that this has been done. It is essential to read the following information.**

Parents/legal guardians, who would like their child to be considered for Ilford County High School for boys or Woodford County High School for girls, **must** register between Sunday 1 May and the deadline of 5pm Thursday 30 June 2017. This should be done online via <https://www.redbridge.gov.uk/schools/redbridge-11-plus/>.

### **No late registrations will be accepted for the 2018 test**

The person registering the child must be their parent or legal guardian.

An important part of the Redbridge grammar school policy explains to parents, that for those who register on-time but are refused entry to the tests because they do not produce the correctly completed photo identity form, no further arrangements will be made for them. Similarly, if a child is withdrawn or does not attend the test without evidence being provided by the deadline, no further test will be arranged.

### **Reading the information regarding the registration process**

Before parents start their online registration for their son or daughter to take the 11 plus selection test for the Redbridge grammar school, they are strongly advised to:

- Read the provided information regarding the Redbridge selection test;
- Look at the familiarisation booklet with their child, it is on Redbridge i;
- Have the required proof of date of birth, and, if appropriate, \*evidence of any serious medical condition or needs.
- Check if they live in the common catchment area for the Redbridge grammar schools, which includes all of the London Boroughs of Redbridge and of Waltham Forest, but parts only of Essex, Newham and Barking & Dagenham. Putting in their postcode at the beginning of registration will confirm this. Priority for places will be given to those living in the common catchment.

Further details regarding these points can be found later in this document.

Everyone registering by the deadline will be treated equally, for example, whether they register on 1 May or 30 June 2017.

### **Registering for other grammar schools using the particular CEM test**

Parents sometimes wish to have their child considered for other grammar schools; they **MUST** register for those schools in accordance with the schools' guidance.

Generally, it is expected that the child will sit the test at the grammar school they would like their child to attend in September 2018 and to nominate that school on their online registration. This will ensure the test papers and registration details for the candidate will be available at the nominated grammar school and there is provision at that school for the candidate to sit the test.

### **Sharing the test results**

Should parents register their child with any of the following schools: then child's test outcome will be shared with those schools which hold a valid registration for the child, in accordance with the schools' guidance.

### **The grammar schools using the same CEM test are listed below along with their Local Authority and whether it is a mixed, boys' or girls' school.**

- Chelmsford County High School (girls): Essex County Council
- Reading School (for boys): Reading Borough
- Kendrick School (for girls); Reading Borough
- Herschel Grammar (mixed): Slough Borough
- Langley Grammar (mixed): Slough Borough
- St Bernard's Catholic Grammar (mixed): Slough Borough
- Upton Court Grammar (mixed): Slough Borough

### **What documentation is required with the registration?**

The documentation required when parents submit their registration should be scanned and uploaded at the time of registration. Parents are to provide proof of date of birth and any medical evidence for special test arrangements, if appropriate, then upload with their registration, before they **submit** their registration.

- Proof of the child's date of birth, for example passport, medical card, birth certificate/registration; and
- If appropriate: evidence relating to any **significant** medical condition which might require special test arrangements.

### **Deadline to register for the test**

Parents are advised to register in good time before the deadline, which is **5pm on Thursday 30 June 2017**.

Parents will receive an email giving them a registration number once they submit their online registration to Redbridge. The email will have a link to allow parents to view their registration. Should any information be incorrect, parents should email [admissionsandawards@redbridge.gov.uk](mailto:admissionsandawards@redbridge.gov.uk) and give their contact details and reference number from their 11 plus registration. If parents do not receive an acknowledgement within a day or two, and they have checked their 'spam' or 'junk' mail folders, they must contact the Secondary Admissions Team giving the time and date that they submitted their registration.

Should we require anything further from parents, after registrations have been received, we will contact them separately, not necessarily as a requirement of sitting the test. Otherwise we will email parents regarding their child's test invitation with blank photo identity form only at the end of August 2017.

The online registration process is also known as the Supplementary Information Form (SIF) for the Redbridge grammar schools: there is no need for parents to complete another SIF should they apply through the eAdmissions process for secondary schools between 1 September and 31 October 2017.

## **General information about the Redbridge test**

### **High level of ability and preparation for the tests**

The level of ability for entry to both schools is very high. The test is not compulsory and there is no fee required. Parents should give careful thought to their child taking the test; if they are not sure about their child's ability, please talk to the child's head teacher or class teacher who can advise. Even if the child's school thinks they have the ability to pass the test, this does not guarantee that they will score highly and be offered a place.

The examination board is CEM, University of Durham. Sample or practice test papers are not available commercially or through Redbridge. The test papers will assess a range of reasoning skills in various contexts, designed to be predictors of likely future performance. Redbridge does not hold detailed information for parents about the nature or timing of the questions. See CEM's familiarisation booklet here on Redbridge i, this would help parents and potential test candidates to see what the test will look like and what response is expected on the answer sheet. There will be a small difference in appearance of the test answer sheets and questions in the actual test.

Parents should be aware that there is no guarantee that their child will get a place at the grammar school, even if they have had extensive preparation.

It is of concern to us and the two grammar schools that extensive coaching or tutoring for the 11 plus selection test is not appropriate and could be very expensive for parents without any guarantee of a school offer. It could also seriously affect a child's ability to cope with the day to day high academic demands of grammar schools. We and the schools' Head Teachers want all

students joining Ilford County High and Woodford County High Schools to thrive at the school and not struggle because they cannot cope with the standard of work expected from day one.

### **Out of usual age range**

If the child was not born between 01.09.2006 and 31.08.2007 but the parent/carer wants their child to be tested, they must email the Secondary Admissions Team at [admissionsandawards@redbridge.gov.uk](mailto:admissionsandawards@redbridge.gov.uk). Redbridge has an underage/overage policy and children outside this age range are not generally included in the coordinated admissions process, resulting in their not being tested on the main test day.

### **Photo identity form and the candidate's invitation to the test**

About two weeks before the test, parents will receive an email giving details about the test venue and test arrangements: registration and collection time, date and so on.

This email will include a blank **photo identity form**, with some of the test candidate's information already printed on it. A photograph of the candidate (taken no more than three months prior to the test), will be required. The form must be completed and taken to the child's school for their Head Teacher to sign the form, and ensure the school stamp is applied half across the child's photograph, if the school does not have a school stamp, the head teacher must sign over the photograph but not over the face area. If the candidate is home educated or does not yet have a school place, the parent **must** contact the Secondary Admissions Team to arrange for the parent and test candidate to visit Lynton House, and bring the candidate's passport or other proof of date of birth, so that one of the Team may authorise the photo identity form and complete it correctly.

On test day, the candidate **must** bring the correctly completed photo identity form with him or her. The form will be collected in at the end of the test. If the candidate does not produce this photo identity form at the test venue, he or she will not be allowed to take the test and no further arrangements will be made for her or him to be tested.

It is the parent's responsibility to ensure the candidate's photo identity form meets the above requirements on test day to facilitate identification and for health and safety reasons. Parents must not send the photo identity form to the Secondary Admissions Team but look after it carefully so that it can be presented at registration at Woodford County or Ilford County High School on test day.

### **Test venue**

For girls the test will take place at Woodford County High School and for boys the test will take the test at Ilford County High School.

The candidate must bring with them to the test venue:

- the Photo Identity Form, completed and correctly signed (twice) by the Head Teacher
- 2 HB pencils
- a rubber
- a drink (but no fizzy drinks or glass containers please).

The tests are multiple choice and the answer sheets are designed to be completed using a HB pencil. Please see our website to view the Familiarisation Booklet for the test.

### **Unable to take the test on Saturday 16 September 2017?**

Parents should not let their child take the test if they are unwell or unfit: the candidate's ability would likely be impaired. Parents would be required to provide an official medical certificate signed and stamped by the candidate's GP/doctor/consultant/hospital. Late testing will be arranged only if such evidence is provided to the Secondary Admissions Team by the deadline of 1pm on Thursday 21 September 2017.

\*For those who register on-time (deadline is 5pm on Thursday 30 June 2017) but are unable to take the tests on the published date, testing will only be arranged for this group of children on Monday 25 September 2017 if evidence is provided by 1pm on Thursday 21 September showing why the child could not sit on Saturday 16 September.

This includes evidence of:

- religious practice from the religious leader – which must have signature of child's religious leader and stamp of religious centre/church/mosque/temple, etc, which should be submitted as soon as possible or by Thursday 30 June 2017 at the latest.
- a holiday booked before the test date was published (holidays booked after the date is published will not be accepted as valid reason to miss the test).
- a death certificate, where relevant.
- ill health, in the form of an official medical certificate signed and stamped by the candidate's GP/doctor/consultant/hospital – this must be received by 1pm on Thursday 21 September. Please note that, should a parent be charged for this certificate, this Authority is unable to reimburse them. If you knowingly let your child sit the tests when they are unwell/unfit, the Authority cannot be responsible for the outcome.

However, the reasons do not include a clash of test dates with a school not in the group of particular CEM schools as listed above and on the online registration.

### **Standardisation**

The tests will be standardised according to the candidate's age on the test date; candidates have age-weighted points added to their test results where appropriate. This is called 'age-standardisation' and it means that being older or younger disadvantages no child. The standardisation takes into account the number of children taking the test, their average age and their average score. However, no guarantee can be made before National Offer day on 1 March 2018 that the candidate's total standardised score will secure them a place at the school.

On 1 March 2018 offers will be made to those candidates with the top 180 scores for Ilford County High School for boys and Woodford County High School for girls.

### **The results of your child's test**

On Tuesday 17 October 2017, parents whose children were tested in September 2017 will be sent advice on their child's score, usually to the email address provided at registration. Scores will be the total standardised test scores for the boys and girls who sat the test. Advice will be

given also in relation to the passmark. The information will not be an offer or refusal of a place at the school but it will enable parents to compare their child's performance at the 2017 test with those of previous years and show whether the child has a realistic chance – or not – of being offered a place at the school.

If the passmark is not met then the child will **NOT** be considered for the grammar school.

The above results date is before the deadline to submit on time, online applications which is 31 October 2017 (apply online via your Authority's eAdmissions or equivalent page).

### **Applying for your secondary school preferences**

If the outcome email explains that your child would have a realistic chance of gaining a place at the Redbridge grammar school, you would be advised to list the Redbridge grammar school as one of your six preferences with your **home authority**.

The deadline to apply for your child's transfer to secondary school is Friday 31 October 2017 – please apply online to your home authority; for those residents in Redbridge, that will be via Redbridge i: [www.redbridge.gov.uk/eAdmissions](http://www.redbridge.gov.uk/eAdmissions).

### **Waiting lists**

Before 1 March 2018, an on time candidate with a higher score will take priority for offers over a lower score or a late applicant with an even higher score, regardless of distance. After 1 March 2018, all applicants will receive equal priority on the waiting lists, whether the application was received on time or late, according to their ranked order.

Our grammar schools' waiting lists will continue for 2018 candidates only until 31 December 2018, at which date only those with a "pass mark" of 104 and above will be moved to the Year 7 2018/19 waiting lists, if their parents submit a Redbridge In-Year application for them in December 2018.

Those candidates with a "pass mark" lower than 104 will be removed from the waiting list: very few vacancies occur at the schools from Year 7 onwards and it would be unrealistic for parents of candidates scoring lower than 104 to expect an offer in the future.

**Common catchment area map** - <https://my.redbridge.gov.uk/map>

### **Priority for places will be given to those living in the common catchment area.**

The Redbridge grammar schools have a common catchment area (CCA). If you live outside of this CCA, consideration for a place at one of these schools will only be given after all the requests from those within the CCA have been met. Given the high number of applicants from within the CCA every year, this is very unlikely: no candidate who lived outside the common catchment area has been admitted over the last 5 years to a Redbridge grammar school.

From the 11 plus page on Redbridge i, you may check, using your postcode, to find out whether you are in or out of the common catchment area. This is not necessary if you live in the London Boroughs of Redbridge or Waltham Forest.

The admission arrangements for the grammar schools for September 2018 entry have changed and now give some priority to pupils eligible for the Pupil Premium who pass the 11 plus test.

Parents of children who are eligible for pupil premium at their current Primary School or receive benefits are encouraged to register their child for the 11 plus test. The registration form requests specific information from parents should this be applicable to them.

The tests have been designed to test for ability and children shouldn't need to have had any tutoring in order to perform well.