**FAQ for Swakeleys School Admissions**

1. **How do we apply to sit the Assessment?**

*A completed Supplementary Application Form (which can be downloaded from the Open Evening Admissions page on the School website, NOT AVAILABLE FOR COLLECTION FROM THE SCHOOL) must be sent into school either electronically to* *saf@swakeleys.org.uk* *or by post to Swakeleys School for Girls, Clifton Gardens, Hillingdon, UB10 0EJ by 4pm 25th September 2020. Forms submitted after this time* ***WILL NOT BE PROCESSED.***

*Supplementary Application Forms* ***should not*** *be sent to the Local Authority.*

1. **How can I prepare my child for the assessment?**

*There is no preparation that can be done. The assessment is a non verbal reasoning assessment and no preparation is required.*

1. **Can I still apply for a place if my child does not sit the assessment?**

*YES, if you would like to be considered for a place at Swakeleys your daughter* ***MUST*** *sit the assessment. The ONLY exception is for a child with an EHCP, they do not have to sit the assessment. If you do not sit the assessment, you can still apply however priority will be given to those pupils who have sat the assessment.*

1. **How many places are there available in year 7?**

*We are a 240 intake per academic year. The table below shows how many places we have available in each band at the start of each year.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Band*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** |
| ***Places available*** | *9* | *17* | *29* | *41* | *48* | *41* | *29* | *17* | *9* |

 *Places are allocated from Band 1 (Band 1 is for the lower ability pupils and Band 9 the highest ability pupils). If there are not enough applications to fill the band then the places are moved to the next band until that band is full. Please see our Admissions Policy for further details.*

1. **If I have another daughter at the school does my Year 6 daughter have to sit the assessment?**

*YES. Regardless of having a pupil at the school in years 7-13 EVERY Year 6 pupil must sit the assessment.*

1. **What is the catchment area for the school?**

*In Year 7 the London Borough of Hillingdon places pupils according to the band they fall into and the number of available spaces we have in that band, then if the pupil has a sibling already at the school and finally distance to the school (as the crow flies). The distance is measured by computer generated software as approved by the Pan – London* Co-ordinated Admission System *and is used by 32 London Boroughs.*

1. **What if my daughter cannot sit the assessment on the 10th October?**

*We do offer one alternative day for exceptional cases. Where it is impossible for pupils to make the 10th October, parents must contact the school before the 10th October to inform the school to arrange booking for this alternative day..*

1. **Once my child has sat the assessment how will we know her results?**

*We will send a letter out to you within 2 weeks of sitting the assessment to inform what band your daughter falls into.*

1. **Will the school be adhering to COVID guidance during the assessment.**

*As a school we are adhering to the Governments guidance with regard to the current Coronavirus pandemic. Pupils will be socially distancing at all times and where possible will be kept in their “Primary school bubble” during the assessment.*