



**PARENTS' GUIDE TO THE ENTRANCE EXAM**  
Frequently Asked Questions  
September 2020 Year 7 Intake



**SWPS.ORG.UK**

# WELCOME TO

## SIR WILLIAM PERKINS'S SCHOOL

### Introduction

This booklet contains information based on frequently asked questions regarding the entrance examination for our school. We enclose it as we hope that it will help to guide you over the forthcoming months during the admissions process. Your daughter will find enclosed a similar booklet, written by Year 8 pupils, giving their first-hand advice to your daughter. We hope that she will enjoy it and that it will help to eliminate unnecessary nervousness.

You will also have seen information about the examination, scholarships and bursaries on our website. If, however, there remain outstanding queries, please telephone the Admissions Department for guidance. It is important that you have all questions answered in order for you to help your daughter achieve her maximum potential on examination day.

## **Admissions Process**

You are receiving this booklet during the Autumn Term preceding the entrance examination, along with a slip to confirm that your daughter still wishes to sit.

If unfortunately our examination day clashes with that of another school to which you have applied, we would like to know this as soon as possible. A request for an alternative date should be made in writing to the Head, and although he will consider this, it is not guaranteed. Only genuine cases such as this or for sickness on the day will be considered and are an emergency fall-back only. A later date would be after all of the main cohort of applicants have sat and been offered places. This is purely logistical, as we are one of very schools who ensure that candidates sit, have examinations marked, and are informed of results by the following weekend. We would not be able to accommodate a further examination session during the highly intensive week that follows the Saturday examinations.

## **Academic Ability**

Preparatory schools tend to know us well and they will give good advice regarding our entrance examination; maintained schools usually predict final Year 6 assessment grades, and if your daughter is predicted to exceed her Age Related Expectations (ARE), then she would stand a good chance of passing the SWPS examination.

Many girls are "one-sided" and better at either English or Mathematics, and this is entirely normal and taken into account when the Head is making his decision regarding the offer of a place.

## **Examination Day Schedule**

The entrance examination is held on **Saturday 11 January 2020**, arrival time is between 8.45 am and 9.00 am. This enables the girl's family to play a fully supportive role, and should also eliminate concerns about traffic conditions.

Parents are asked to inform the school, in writing, before the examination day of any circumstances on or near the day which may affect the girl's performance, for example family circumstances or health concerns.

If you are coming by car, there will be disabled parking spaces only available within the school grounds. Otherwise please park on the main road outside school and bring your daughter in to the School Hall. We ask that you are considerate to our neighbours when choosing where to park. Thank you.

### **Special Education Needs/Medical Information**

If your daughter normally has extra time because of dyslexia or other Special Educational Needs, we need evidence that this is her 'normal way of working'. Please provide the most recent version of any of the following:

- EP Report/Specialist teacher's report (please don't pay for this to be updated especially for this application).
- SENDCO report with up to date scores for spelling, reading speed and comprehension, etc.
- Relevant medical information, if appropriate.

**Please note:** It is the responsibility of the parents to provide all relevant supporting documents including an Educational Psychologist report if relevant, by the date given. The current school may be able to assist, but it is not their responsibility to ensure that your child is given the appropriate concessions.

**We should receive this information by  
Friday 15 November 2019.**

## What to Bring to the Examination

Your daughter should have a pen (any type, in blue or black), a pencil, ruler and a rubber. Paper will be provided.

### Casual clothes should be worn

### Candidates should arrive between 8.45 am and 9.00 am

Parents are encouraged to say goodbye to their daughters immediately after registration in the Main Hall, and should not return to the school until 12.30 pm at the earliest, as the front entrance to the school will be locked for security purposes.

The girls will be sitting for their exams in classrooms throughout the school—they will not be made to sit in a large hall. The rooms will be allocated purely in alphabetical order and cannot be changed, as this will be problematic for staff keeping the papers in their correct marking order. Girls will have an opportunity at break time to meet up with friends if they are not in the same exam room.

Invigilators are all experienced members of staff who ensure that the atmosphere within the classrooms is calm and positive.

During the morning girls will have a break for refreshments. They will be provided with a snack and drink unless you prefer otherwise. Please let a member of staff know if your daughter has any allergies or special requirements or call the Admissions Department before the examination.

Other pupils also help on the day, and the girls are encouraged to ask someone if they are unsure or concerned about proceedings, as everyone is there to help.

## **Examination Content**

There are two English Papers and two Mathematics Papers, all internally set and marked.

### **English Papers**

#### **Section I – Reading (30 minutes)**

Candidates will be given one or more short passages and they will be asked to answer questions which test their understanding of what they have read.

The passages may be prose (fiction and non-fiction) or poetry.

#### **Section II - Writing (40 minutes)**

Candidates will be asked to write on one topic, chosen from a list of options. The choices offered will cover imaginative, descriptive and informative writing.

This task will test the candidate's ability to express ideas, using language in ways which are interesting, effective and appropriate to the chosen topic.

Credit will also be given for accuracy in spelling, punctuation and grammar.

## **Mathematics Papers**

*The use of calculators and protractors is not permitted in either section.*

### **Section I – General Skills (40 Minutes)**

This paper tests the candidate's ability in a range of number skills, basic geometry, simple graphs and straightforward data-handling tasks. The material covers National Curriculum work commensurate with age related expectations.

### **Section 2 – Problem Solving (40 Minutes)**

This paper requires candidates to lift mathematics from the context of a more "wordy" problem. The numbers are often simpler, to enable us to assess the candidate's ability to demonstrate mathematical skill more than facility with numbers.

Both papers are presented in the format of an answer booklet and plenty of space is made for candidates to demonstrate clear solutions, for which credit is awarded.

Candidates will not be permitted use of a calculator, protractor or compasses in these papers.

## **Scholarships**

SWPS offers Academic scholarships worth up to 50% academic tuition fees remission. Scholarships are also available in Arts (Art and Drama) and Music worth up to 25% of the academic tuition fees. All are awarded at the discretion of the Head, and it is possible to be awarded more than one scholarship. Awards may be reviewed at any time in the light of a girl's performance in the school; scholars will be expected to apply themselves appropriately, making a positive contribution to school life.

More information can be found in the Scholarships & Bursaries booklet, which you will find enclosed with this pack. It is also available to view on the website.

### **Academic Scholarships**

You do not have to apply for these. The Head will invite the candidates who were top performers in the examinations to attend an interview, to be considered for an Academic Scholarship.

### **Music Scholarships**

A form must be completed and returned to the Admissions Department by the specified date. Once a girl has been offered an academic place here, she will be invited to attend an audition (to which she may prefer to bring her own accompanist to reduce anxiety). Please only apply if your daughter meets the criteria specified in the literature to avoid unnecessary disappointment.

### **Art Scholarships**

A form must be completed and returned to the Admissions Department by the specified date. Once a girl has been offered an academic place here, she will be invited to return to attend an examination, during which she will be required to complete a simple drawing or painting. A portfolio would be brought in on the day of the Art Scholarship.

### **Drama Scholarships**

A form must be completed and returned to the Admissions department by the specified date. Once a candidate has been offered an academic place here, their application will be reviewed by the Head of Drama, and candidates will be invited to attend an audition. During the audition the candidates will participate in a workshop lasting approximately 1 hour and 30 minutes, during which they will work alongside a small group of candidates. After the workshop they will have the opportunity to have a brief chat with a member of the Drama Department.

## **Financial Assistance**

The Governors of Sir William Perkins's School are committed to broadening access to the School and look to offer means-tested financial support, known as Perkins Foundation Bursaries, of up to 100% of tuition fees for girls who would not otherwise be able to join us. Please telephone the Bursary Team on 01932 574914 before **Friday 15 November 2019**, to apply. Please note that the funds available each year for bursaries are necessarily limited and are awarded based upon the School's formal Bursary policy. This means applications for Year 7 entry only will be considered.

## **After the Examination**

As well as the examination marks, SWPS will have requested a report from your daughter's current school to support her application. (Some maintained schools now make a charge for completing a reference – please do not pay for this, as we are happy to accept the previous routine progress report). In the case of inconsistent evidence, the girl may be invited to an interview with the Head – it is often the case that a girl's performance in one area is stronger than another. Great care is taken to consider each and every girl as an individual; there is no automatic pass mark, but a professional judgement made by the Head and his team about whether each individual would flourish in this environment.

Academic and administrative staff work diligently after the examination to ensure that parents receive the results as quickly as possible; parents are asked not to telephone the school to enquire about these; they will not be given out over the telephone, and such enquiries will only slow down the admissions process.

We do not give out any marks achieved in the examination. The Head's decision regarding the offer of a place or otherwise is final.

Your daughter will either be offered a place, not offered a place, or be given an appointment for an interview, to which she will be required to bring specified books and perhaps a piece of work of which she is proud. These interviews take place a few days after the results are received by parents, and precede the art, music and drama scholarship assessments. Decisions regarding interview candidates are made and communicated as quickly as possible.

Once an offer of a place has been made, it cannot be transferred to an alternative year group / year of entry. The results will also be sent to daughter's current school as a matter of courtesy.

### **Accepting a Place at SWPS**

With the offer of a place at the school, parents will receive acceptance forms to complete and return with a deposit of £750, which is held until the girl leaves the school as a deposit. We ask parents to let us know by **Thursday 5 March 2020** whether the place will be accepted or declined. We are always in a position where we have more candidates than places, and it is only fair that we communicate as soon as possible with those on our waiting list.

### **Joining SWPS**

Once you and your daughter have accepted a place at the school into Year 7, you will be sent joining instructions late in the Spring Term or early in the Summer Term and you will be invited to a Welcome event in early July. Here the girls will find out to which form they have been allocated, and they will have the opportunity to meet their classmates and form tutors. Parents are also invited and will have a chance to chat to form tutors. **If parents have any particular concerns about the arrangements for form groups, they should let the Head of Admissions know in writing along with the return of the forms with the joining instructions, well in advance of the Welcome event.** Once girls have been allocated classes, these lists are then set and can not be changed. Our Head of Year 7 organises classes in an optimum arrangement, and must know from the Head of Admissions about any special requests in good time.

We look forward to meeting you and your daughter in  
January

### DATES FOR YOUR DIARY

8 November 2019	Deadline for requesting Bursary forms
15 November 2019	Return Entrance Examination Confirmation of attendance slip and all other forms
15 November 2019	Bursary forms to be returned
15 November 2019	SENDCO and all Scholarship applications to be returned
11 January 2020	Entrance Examination
17 January 2020	Results letters posted
23 / 24 January 2020	Academic Scholarship Days (by invitation)
24 January 2020	Art, Drama & Music Scholarship Day
5 March 2020	Final acceptance date
April 2020	Joining instructions sent to parents
May 2020	Forms returned to Admissions office
July 2020	Welcome Party

# Contact Details

Admissions Department  
01932 574 900 option 3

Bursary/Finance Department  
01932 574 900 option 2

Contact via Email  
[reg@swps.org.uk](mailto:reg@swps.org.uk)



SIR WILLIAM PERKINS'S SCHOOL  
GUILDFORD ROAD | CHERTSEY | SURREY | KT16 9BN

01932 574900 | [office@swps.org.uk](mailto:office@swps.org.uk) | [swps.org.uk](http://swps.org.uk)