



Tiffin School

Determined Admissions Policy

For Entry in the Academic Year 2016 – 2017

Entry to Year 7 for September 2016

Sections 1 to 11 relate to Year 7 Admissions only

1 Admissions Authority

Tiffin School is an academy and therefore is its own admissions authority.

2 General Policy

2.1 Tiffin School is a selective school for boys and places will be offered to boys on the basis of ability.

2.2 Admission to Tiffin School will be determined by performance in Tiffin School's admission tests which are normally held in the autumn term prior to admission.

2.3 Tiffin School's Published Admission Number (PAN) into Year 7 for September 2016 is 180.

2.4 Tiffin School is part of the Pan-London Co-ordinated Admissions Scheme. In order to make an application to Tiffin School, an applicant must name Tiffin School on the common application form issued by the applicant's Local Authority (the Home Local Authority).

3 Age of applicant

3.1 Applications for entry to Tiffin School in September 2016 will normally be from parents of boys born between 1 September 2004 and 31 August 2005 inclusive. Applications for boys outside that age group will be considered according to the individual circumstances of the case; these parents should write to the Admissions Department at Tiffin School before registering their son for tests.

3.2 Boys can only sit any part of Tiffin School's Test Procedure once and will not be eligible to sit the test again.

4 Waiting lists

4.1 Ranked waiting lists will be held in the order determined by the Selection Criteria and will automatically consist of the names of boys who did not receive a higher preference offer. If there are several boys on the same score then they will be placed in rank order of nearest distance to Tiffin School as defined in the Selection Criteria.

4.2 The waiting list will be maintained from 1 March 2016 until the last day of Tiffin School's 2016 – 2017 academic year. During this period, if the admission number for Year 7 falls below 180, an offer will be made to the next boy on the waiting list.

4.3 The names of boys who have sat the tests but who have been offered a higher preference school will not be placed on the waiting list automatically. However, parents/carers of any such boy can request that his name is added to the waiting list in which case his name will be added as determined by Tiffin School's Selection Criteria, and for those boys who have the same score, in order of nearest distance to Tiffin School (see 10.2(ii)). The addition of each such boy will require the list to be ranked again in line with Tiffin School's Selection Criteria.

4.4 The Combined Mark (see Section 8.3 below) of the last boy gaining a place in the year group before the end of the 2016 – 2017 academic year will be deemed to be the 'cut-off score' for that year group.

- 4.5 Boys who sat the test and achieved the cut-off score or higher will be eligible to reapply for Years 8 to 11, as described in sections 12 to 14 below. However, those who sat the test but who obtained a mark lower than the cut-off score will not be considered for a place in Years 8 to 11 at any future time.
- 4.6 The address to be used for waiting lists after the initial allocation of places will be the boy's permanent place of residence. Parents/carers have a responsibility to notify Tiffin School and their Local Authority of a change of address. Any offer is conditional upon the boy living at the address notified to Tiffin School on the date of any offer made.

5 Late applications

- 5.1 Late applications must be made via the Home Local Authority of the boy's parents and will only be considered if the application is considered to be on-time within the terms of the Home Local Authority's scheme.
- 5.2 All late applications will be considered after all the on-time applications are processed.

6 Appeals

- 6.1 Parents of boys who are not offered a place will be notified of the appeals process.

7 Tiffin School's Test Procedure

- 7.1 Tiffin School operates a two stage test procedure.
- 7.2 To register for the Stage One Test the online Supplementary Information Form (SIF) must be submitted and the paper copy including a photograph must be sent to Tiffin School.
- 7.3 The SIF is available on Tiffin School's website and the completed SIF must be received by Tiffin School by Tuesday 8 September 2015 (the SIF Deadline).
- 7.4 The SIF is a registration to sit the Stage One Test and is not an application for a place at Tiffin School.
- 7.5 SIFs received after the SIF Deadline and before the Stage One Test may, in exceptional circumstances, be accepted if received at least three working days before the Stage One Test day.
- 7.6 SIFs received later than three working days before the Stage One Test day will not be accepted unless a common application form names Tiffin School as a preference, and then will be considered only in exceptional circumstances and with supporting evidence.
- 7.7 The Stage One Test will be held on Tuesday 6 October 2015.
- 7.8 The Stage One Test will consist of English and Maths questions. All questions will be multiple-choice style.
- 7.9 Tiffin School will determine the number of applicants to be invited to the Stage Two Test, being a number that is at least sufficient to meet the PAN of Tiffin School after completion of the coordinated admissions process.
- 7.10 Invitations to sit the Stage Two Test will be sent during the week commencing 19 October 2015.
- 7.11 Candidates who are not being invited to sit the Stage Two Test will be notified of this by Tiffin School during the week commencing 19 October 2015. Candidates who are not invited to sit the Stage Two Test will not be eligible for a place at Tiffin School and therefore should not name Tiffin School on the common application form.

7.12 The information in 7.10 and 7.11 is provided in order to enable parents to make an informed choice of schools when completing the common application form prior to 31 October 2015.

8 The Stage Two Test

8.1 The Stage Two Test will test the core subjects of English and Maths.

8.2 The date for the Stage Two Test is Tuesday 10 November 2015.

8.3 Admission to Tiffin School will be determined by academic ability by reference to the rank order of the Combined Mark of the Stage Two Test papers. The Combined Mark will be the basis on which decisions about admission will be made in accordance with the Selection Criteria.

9 Valid Applications

In summary, for an application to be considered by Tiffin School the following **four** conditions must be met:

- i) A registration for the boy to take the Stage One Test must be made by completing an on-line Supplementary Information Form (SIF) **and** sending a signed copy with an attached photograph to Tiffin School within the SIF deadline.
- ii) The boy must be invited by Tiffin School to sit the Stage Two Test.
- iii) Tiffin School must be named by the boy's parents/carers on the common application form.
- iv) The boy must attend the Stage Two Test on the date specified in 8.2.

10 Tiffin School's Selection Criteria

10.1 Places will be allocated as follows:

- i) To a boy who has an EHCP (formerly a Statement of Special Educational Needs) which names Tiffin School specifically on the Statement (*for guidance: there are separate processes to be followed for naming a school on a statement and you should speak first with your SEN case worker or Local Authority who administers the process. Boys need to have demonstrated their ability and aptitude through the testing process*).

Places will then be allocated on the basis of selection by ability as demonstrated in Tiffin School's test procedure in rank order of the Combined Mark within the appropriate category listed below and in the following order:

- ii) Boys whose permanent place of residence (see Appendix B) is within the Priority Area (see 11.1) of Tiffin School; and then
- iii) Boys whose permanent place of residence is outside the Priority Area of Tiffin School (see 11.1).

10.2 In the event of a tied score to fill the 180th place, a place will be offered in the following order:

- i) To currently looked after children and previously looked after children (see Appendix C). Applications under this criterion must be accompanied by professionally supported evidence.
- ii) To the boy who lives nearest to Tiffin School, using a standard method of measuring home to school distance (see 11.2 and 11.3).
- iii) If more than one boy is on the 180th score and all live the same distance from Tiffin School the place will be allocated by random selection, where a person independent to Tiffin School will make the draw.

11 The Priority Area

- 11.1 All applicants who live less than 14km from Tiffin School, measured as a straight line, live in the Priority Area.
- 11.2 Kingston Schools Admissions (part of Kingston Local Authority), will measure the distances using their computerised Geographical Information System, using the permanent place of residence (see appendix B) as supplied by the Home Local Authority as part of the Pan-London Co-ordinated Admissions System.
- 11.3 The starting point is a grid reference point in the home address determined by the address point data supplied by the Ordnance Survey. The home address must be the 'Permanent Place of Residence' of the student as defined by the Local Authority (see Appendix B for further information). Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. The end point is measured to the applicant's nearest Tiffin School pedestrian gate (there are two pedestrian entrances, at London Road and Birkenhead Avenue).

In-Year Admissions: Entry into Years 7 to 11 between September 2016 and July 2017

Sections 12 to 14 relate to In-Year Admissions (Years 7 to 11) only.

12 Overview

- 12.1 The PAN set for each year group at the time of their admission to year 7 will remain the same as the PAN was when these year groups were first admitted to the School in Year 7. Year 8 will have a PAN of 180; Year 9 will have a PAN of 150; Year 10 & 11 will have a PAN of 140.
- 12.2 Applicants who have previously sat the selective test for entry to Year 7 and have scored below the cut-off score are not eligible to be re-considered again for entry to Years 8 to 11.
- 12.3 For places in Year 7 to 11, only when the roll drops below the PAN in the relevant year group will all applicants for that year group be invited to attend for testing.
- 12.4 The tests will be in English and Mathematics. The tests for each year group are different. The tests are based on questions that the current students would have been able to answer at the time of testing. The result of the selection test will indicate if the applicant is of the required standard for entry to the appropriate year group.
- 12.5 If the tests indicate that there is more than one applicant of the required standard, the applicants will be ranked on the following criteria:
- i) Any boy with an EHCP (a statement of special educational needs.)
 - ii) Currently looked after children or previously looked after children (as defined in Appendix C). Applications under this criterion must be accompanied by professionally supported evidence.
 - iii) Rank order of the average of the Mathematics and English selection tests.
 - iv) If more than one applicant has the same average for the Mathematics and English tests then those on the same average will be placed in rank order of who lives nearest to Tiffin School, using a standard method of measuring home to school distance (see 11.2 and 11.3).
 - v) If more than one applicant has the same average score and all live the same distance from Tiffin School the place will be allocated by random selection, where a person independent to Tiffin School will make the draw.
- 12.6 Applicants who have reached the required standard but who are not offered a place will be placed on a waiting list for the year group.

- 12.7 Each waiting list will be disbanded at the end of the 2016-17 academic year. Applicants who are on the waiting list on the date it is disbanded are eligible to reapply the following year.
- 12.8 If applicants are not of the required standard then their application will be unsuccessful and they will not be re-tested for entry to the School at any subsequent point prior to Year 12.

13 In-Year Admissions Procedure

- 13.1 Any application for an In-Year school place for Year 7 to 11 should be made directly to Tiffin School. A letter giving the applicant's name and date of birth and parent/carer contact details is initially required. In addition, a Kingston Schools Admissions Form must be completed and returned to Kingston Council's Admissions Department. This form may be downloaded from the Royal Borough of Kingston website.
- 13.2 The applicant's details will be kept on file. Only in the event of a place becoming available in the correct year will Tiffin School invite the applicant in for testing.
- 13.3 Once the outcome of the application is known, Tiffin School will notify the applicant and Kingston Local Authority of the offer of a place, or refusal.
- 13.4 Where an applicant lives outside the borough, Kingston Local Authority will advise the Home Local Authority of the application and outcome if:
- the offer of a place is made and accepted by the parent /carer.
 - a parent /carer of a child not in education declines an offer of a place.
 - a parent /carer of a child not in education is unsuccessful with their application.

14 Appeals

- 14.1 Parents/carers of In-Year applicants who are not offered a place will be notified of the appeals process.

Admission to Sixth Form in September 2016

Sections 15 to 21 relate to Sixth Form Admissions only

15 Admissions Authority

Tiffin School is an academy and therefore is its own admissions authority.

16 Overview

- 16.1 Students must be 16 on 31 August 2016. Applications for boys outside that age group will be considered according to the individual circumstances of the case; details should be supplied in writing to the Admissions Department at Tiffin School.
- 16.2 The minimum qualification for entry into the Sixth Form is 8 GCSE grades from the qualification list (see Appendix D). This must include a minimum of 5 grade As and 3 grade Bs. The 8 GCSE grades must include a grade B or higher in English Language and Mathematics. The applicant must have a grade A or A* in three of the four subjects he wishes to study in the Sixth Form.
- 16.3 All boys in the current Year 11 at Tiffin School who meet the admission criteria will continue into the Sixth Form, if they wish.

- 16.4 A minimum of 40 places will be filled by external applicants to the Sixth Form; final numbers will vary depending on combination of courses, availability of spaces and the number of Tiffin Year 11 who move into the Sixth Form.
- 16.5 If the student wishes to pursue any of the courses listed in section 19 he must also meet their special course requirements.
- 17 Application Process for External Applicants**
- 17.1 To apply, the applicant should complete the on line application form on the Tiffin School website. Students are entitled to apply in their own right.
- 17.2 All application forms must be completed and returned by 18 December 2015. Competition for places is strong, and late applications might not be considered.
- 18 Oversubscription Criteria for External Applicants**
- 18.1 An applicant who is a looked after child or a previously looked after child (Appendix C) will be offered a place before other applicants, conditional upon them meeting the admission criteria. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).
- 18.2 For all other applicants, places will be offered depending on the following criteria:
- i) Applicants will be ranked by their average points score for GCSEs from the qualification list (see Appendix D), based upon an assessment of their estimated grades.
 - ii) Subject to place availability on courses, places will be offered to the applicants with the highest average scores. These places will be conditional on the applicant meeting the entry and course requirement in their GCSEs.
 - iii) On offering a place, a meeting with the applicant will be arranged so that subject options can be discussed.
 - iv) Those not offered a place, but who are predicted to meet the admissions criteria, will remain on the waiting list and will be able to supply their GCSE results for consideration in August.
 - iv) If places for courses are still available in August, applicants on the waiting list who have met the entry and course requirements will be ranked on their actual average point score for GCSEs from the qualification list (see Appendix D). Places will then be offered to the applicants with the highest average GCSE score.
 - v) If there is a tie for the final place, the place will be offered to the applicant who lives nearest to the school, using a standard method of measuring home to school distance (see 18.3 and 18.4).
- 18.3 Kingston Schools Admissions (part of Kingston Local Authority), will measure the distances using their computerised Geographical Information System, using the permanent place of residence (see Appendix B).
- 18.4 The starting point is a grid reference point in the home address determined by the address point data supplied by the Ordnance Survey. The home address must be the 'Permanent Place of Residence' of the student as defined by the Local Authority (see Appendix B for further information). Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. The end point is measured to the applicant's nearest Tiffin School pedestrian gate (there are two pedestrian entrances, at London Road and Birkenhead Avenue).
- 18.5 In the event of a tie of both score and distance, the place will be allocated by random selection, where a person independent to the school will make the draw.

19 Special Course Requirements:

- 19.1 For all foreign languages, and mathematics, at least a grade A in the relevant GCSE is required.
- 19.2 For all sciences, at least grade A in the relevant science, or at least a grade A in Additional Science, is required.
- 19.3 For students wishing to study all three sciences, having followed a Science and Additional Science Course, grade A* will be required in Additional Science.
- 19.4 For Economics, a grade A or A* at GCSE in English Language or English Literature **and** a grade A or A* at GCSE in Mathematics are required.
- 19.5 For Politics and Government, a grade A or A* in History or English Literature or English Language will be required.
- 19.6 For Music, it is expected that students will have passed Grade 5 theory or General Musicianship before starting the course, and to be of minimum Grade 6 standard on an instrument. GCSE Music is not a requirement for this course.
- 19.7 For Further Mathematics, a minimum of a grade A* at GCSE Mathematics is required, as well as evidence of success beyond GCSE. Evidence of success would normally be a higher level mathematics course, e.g. GCSE Additional Mathematics, AS C1, iGCSE Further Mathematics. If your school does not offer one of these courses, please contact us for further advice.

20 Children with an EHCP (Statement of Special Educational Needs)

- 20.1 Please contact your SEN case worker or Local Authority for further information regarding the transition to Sixth Form.

21 Appeals

- 21.1 Parents / Carers and students are able to appeal jointly or separately against a decision refusing a student admission and, where they appeal separately, the appeals will be heard together.

Appendix A

Supplementary Information Form (For entry to Year 7)

Please note, applicants who live less than 14km from Tiffin School, measured as a straight line, live in the Priority Area. If you do not live in the priority area, this may affect your decision whether to sit the test and make an application for a place at Tiffin School on your Common Application Form.

The Supplementary Information Form (SIF) will be available on Tiffin School website from mid-May to 8 September 2015. We encourage you to register by the end of the summer term Thursday 16 July 2015, to help our administration.

Before you register please ensure you have a working printer attached to your computer, as you are not able to return to print these pages later.

When you register your son, you will need to print 2 copies. One copy should be checked to ensure the information is correct, and must be kept as your proof of registration. The other copy has the same details and must be signed by you and returned to Tiffin School with a recent passport sized photo of your son attached. You must also attach any relevant paperwork /documentation regarding an EHCP (Special Educational Needs) or medical issues.

Appendix B

Permanent Place of Residence

- The address you give on your common application form must be the one at which your child is living permanently on the closing date for applications. This must be the address where your family normally lives.
- An application can only be made from a single address and only a single application can be made for each child.
- You are not permitted to use a temporary address to secure a school place for your child. A business address, a childminder's address, or any address including a family member's address, other than the child's permanent home address will not be accepted. Proof of address will be sought. If there is any doubt about the validity of the address given, it may be the subject of further investigation.
- If you move into a property temporarily to increase your chances of gaining a school place, your permanent residence will be used for the purpose of the application.
- If you move to a new address without telling your Local Authority and secure an offer of a school place based on your old address which you otherwise would not have been offered, this will be deemed as misleading information and the offer of the school place may be withdrawn.
- If you own more than one property, you will be asked to provide further evidence to demonstrate where you normally live to determine the address to be used for your child's application.
- If you own a property and are living at and apply from a different address, it will be assumed that the second address is temporary and that the property you own is where you normally live.
- Where parents live separately, the application must be based on the address at which the child lives most of the time. Where parents live separately, but the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent or carer receiving child benefit. If you are not eligible for child benefit, you will need to provide a legal document to confirm your arrangements.
- If you change your address during the application process, or during the first year that your child starts at a school, you **must** inform your Local Authority School Admissions Office within two weeks of your move and provide proof of your new address.

Appendix C

Looked after children or previously looked after children

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22 of the Children Act 1989, at the time an application for a school is made.
- children who were looked after, but ceased to be so because they were adopted, subject to a residence order (in accordance with section 8 of the Children Act 1989) or a special guardianship order (in accordance with section 14A of the Children Act 1989).

Required evidence for a looked after child:

If your child is currently in the care of a Local Authority, you must enclose a letter from the social worker confirming this and the name of the Local Authority with whom the child is in care.

Required evidence for a previously looked after child:

- an Adoption Order under section 46 of the Adoption and Children Act 2002; or
- a Residence Order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989; or a Special Guardianship Order appointing one or more individuals to be a child's Special Guardian(s), under section 14A of the Children Act 1989.

Please note that children adopted from overseas are not classified as looked after children or previously looked after children.

Appendix D

Course qualification list

The subjects listed below are the only ones that will be used to calculate the average GCSE point score:

English Language
English Literature
Mathematics
Biology } { Core Science
Chemistry } OR { Additional Science
Physics } { Further Additional Science
History
Geography
Religious Studies
French
German
Spanish
Latin
Greek
Art
Dance
Design Technology
Drama
Music
Physical Education

Any other qualifications may be listed on the application form.

Key Dates

Admission to Year 7

- On line registration to take the Stage One Test (i.e. by completing the on line Supplementary Information Form (SIF)) will open on **Wednesday 3 June 2015**
- Deadline for and delivering your paper copy of the SIF to Tiffin School: **Tuesday 8 September 2015**
(It will greatly help our administration if you would register by **Thursday 16 July 2015**)
- Open evening for entry to Year 7: **Tuesday 7 July 2015 5pm to 8 pm**

Test Dates:

Stage One Test: **Tuesday 6 October** (if needed a second day will be scheduled for Wednesday 7 October)

Outcome of Stage One tests: **You will receive an email in the week beginning 19 October, informing you whether your son is to progress to the Stage Two tests.**

Deadline for submitting your common application form to your Local Authority: **31 October 2015**

Stage Two Test: **Tuesday November 10 2015**

Outcome of Stage Two Tests: You will be informed by e mail on March 2 of your son's test results.

Admission to Sixth Form

Open evening for entry to Sixth Form: **Thursday 1 October 5:45pm – 8pm**

Our Open Evening is specifically organised to explain courses and opportunities on offer in the Sixth Form at Tiffin School.

The deadline for submitting your Sixth Form Application Form to Tiffin School: **Friday 18 December 2015**