



## **Tiffin School Admissions Policy for entry in the Academic Year 2017 – 2018**

### **Entry to Year 7 for September 2017**

#### ***Paragraphs 1 to 10 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) for Year 7 for September 2017 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 2017 will normally be from parents/carers of boys born between 1 September 2005 and 31 August 2006 inclusive. Applications for boys outside that age group will be considered according to the individual circumstances of the case; these parents/carers should write to the Admissions Department at Tiffin School before registering for the 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 (see paragraph 9) 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, measured as described in paragraph 10.2 and 10.3.

4.2 The waiting list will be maintained from 1 March 2017 until the last day of Tiffin School's 2017 – 2018 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. For those boys who have the same score, they will be added to the waiting list in order of nearest distance to Tiffin School (see paragraph 10.2

and 10.3). 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 score of the last boy gaining a place in Year 7 before the end of the 2017 – 2018 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, the process of which is described in paragraphs 11 to 13 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 Home 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/carers 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**

Parents/carers 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 during the second half of the summer term. The completed SIF must be received by Tiffin School by Thursday 8 September 2016 (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 less than three working days before the Stage One Test day will not be accepted unless the 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 4 October 2016.
- 7.8 The Stage One Test will consist of English and Maths questions.

- 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 17 October 2016.
- 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 17 October 2016. 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 their common application form.
- 7.12 The information in paragraphs 7.10 and 7.11 is provided in order to enable parents/carers to make an informed choice of schools when completing the common application form prior to 31 October 2016.
- 7.13 The Stage Two Test will test the core subjects of English and Maths.
- 7.14 The date for the Stage Two Test is Friday 4 November 2016.
- 7.15 Admission to Tiffin School will be determined by academic ability, which is assessed by performance in the tests. Applicants are ranked in order of their combined score, and places are allocated according to the Selection Criteria.

## 8 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) After sitting the Stage One Test, 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 as specified.

## 9 Tiffin School's Selection Criteria

9.1 Places will be allocated as follows:

- i) To a boy who has an education, health and care (EHC) plan, or a Statement of Special Educational Needs, that names Tiffin School specifically on the plan / statement. *(For guidance: there are separate processes to be followed for naming a school on a EHC plan /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 score 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 paragraph 10);

- and then
- iii) Boys whose permanent place of residence is outside the Priority Area.

9.2 In the event of a tied score to fill the 180<sup>th</sup> 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 in a straight line as measured by the Kingston Schools Admissions computerised Geographical Information System (see paragraphs 10.2 and 10.3).
- iii) If more than one boy is on the 180<sup>th</sup> 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.

## **10 The Priority Area**

10.1 All applicants who live less than 14km from Tiffin School, measured as a straight line, live in the Priority Area.

10.2 Kingston Schools Admissions (part of Kingston Local Authority), will measure distances with 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.

10.3 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 2017 and July 2018**

***Paragraphs 11 to 13 relate to In-Year Admissions (Years 7 to 11) only.***

### **11 Overview**

11.1 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. Years 8 & 9 will have a PAN of 180; Year 10 will have a PAN of 150; Year 11 will have a PAN of 140.

11.2 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 for entry to Years 8 to 11.

11.3 For places in Years 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.

11.4 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 tests will indicate whether the applicant is of the required standard for entry to the appropriate year group.

- 11.5 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 education, health and care (EHC) plan / 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 score in the Mathematics and English selection tests.
  - iv) If more than one applicant has the same average score for the Mathematics and English tests then these applicants will be placed in rank order of who lives nearest to Tiffin School. Kingston Schools Admissions (part of Kingston Local Authority), will measure distances with 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.
  - v) If more than one applicant has the same average score and all live the same distance from Tiffin School, measured as explained above, the place will be allocated by random selection, where a person independent to Tiffin School will make the draw.
- 11.6 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.
- 11.7 Each waiting list will be disbanded at the end of the 2017-18 academic year. Applicants who are on the waiting list on the date it is disbanded are eligible to reapply the following year.
- 11.8 If applicants are not of the required standard then their application will be unsuccessful and they will not be re-tested for entry to Tiffin School at any subsequent point prior to Year 12.
- 11.9 Tiffin School will notify the applicant's parents/ carers and Kingston Local Authority of the outcome of the application.

## **12 In-Year Admissions Procedure**

- 12.1 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 Schools Admissions. This form may be downloaded from the Royal Borough of Kingston website.
- 12.2 The applicant's details will be kept on file. Only in the event of a place becoming available in the relevant year will Tiffin School invite the applicant in for testing.
- 12.3 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.
- 12.4 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.

## **13 Appeals**

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 2017**

### ***Paragraphs 14 to 20 relate to Sixth Form Admissions only***

#### **14 Admissions Authority**

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

#### **15 Overview**

- 15.1 Students must normally be 16 on 31 August 2017. 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.
- 15.2 The minimum qualification for entry into the Sixth Form (the entry requirements) is 8 GCSE grades from the qualification list (see Appendix D), with an average grade of 6.625 (equivalent to 5 grade As and 3 grade Bs at GCSE), where A\* = 8, A = 7, B = 6 etc. The student must also have a grade 5 or higher in English Language and Mathematics, which may or may not be included in the average grade calculation. The applicant must have a grade A or A\* (or the equivalent grade – 7, 8, 9) in three of the four subjects he wishes to study in the Sixth Form.
- 15.3 All boys in the current Year 11 at Tiffin School who meet the entry requirements will continue into the Sixth Form, if they wish.
- 15.4 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.
- 15.5 If any student wishes to pursue any of the courses listed in paragraph 18 he must also meet their special course requirements.

#### **16 Application Process for External Applicants**

- 16.1 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.
- 16.2 All application forms must be completed and returned by 16 December 2016. Competition for places is strong, and late applications might not be considered.

#### **17 Oversubscription Criteria for External Applicants**

- 17.1 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 entry and course requirements. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).

17.2 For all other applicants, places will be offered depending on the following criteria:

- i) Applicants will be ranked by their average GCSE points score, based upon their estimated grades in their best 8 GCSEs from the qualifying list (see Appendix D).
- ii) Subject to place availability on courses, places will be offered to the applicants with the highest average scores. Offers will be conditional on the applicant meeting the entry and course requirements 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 entry and course requirements, 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 GCSE average point score in their best 8 GCSEs from the qualifying 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 Tiffin School, using a standard method of measuring home to school distance.

17.3 Kingston Schools Admissions (part of Kingston Local Authority), will measure the distances using their computerised Geographical Information System.

17.4 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).

17.5 In the event of a tie of both average GCSE point score and distance, the place will be allocated by random selection, where a person independent to the school will make the draw.

## **18 Special Course Requirements:**

18.1 For all foreign languages and mathematics, at least a grade A or equivalent in the relevant GCSE is required.

18.2 For all sciences, at least grade A in the relevant science, or at least a grade A in Additional Science, is required.

18.3 For students wishing to study all three sciences, having followed a Science and Additional Science Course, grade A\* is required in Additional Science.

18.4 For Economics, a grade 7 or higher at GCSE in English Language or English Literature **and** a grade 7 or higher at GCSE in Mathematics are required.

18.5 For Politics and Government, a grade A or A\* or equivalent in History or English Literature or English Language is required.

18.6 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.

18.7 For Further Mathematics, a minimum of a grade A\* or equivalent 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.

## **19 Children with an education, health and care (EHC) plan / Statement of Special Educational Needs**

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

## **20 Appeals**

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 - Registering for the Stage One Tests)**

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 9 June 2016 to 8 September 2016. We encourage you to register by the end of the summer term Thursday 14 July 2016, to help our administration.

The Supplementary Information Form is an on line application form. Complete all the details and submit to us.

We will confirm receipt by sending an e mail to you with the information you have provided within 10 school days. Confirmations will not be sent in school holidays (summer term ends on Thursday 14 July). You must check the form we send back to you to ensure the information is correct. To complete the registration process, you must then return a signed copy of the form to us that has a recent passport sized photo of your son attached. You must also attach any relevant paperwork /documentation regarding Special Educational Needs or serious 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 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 receiving 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 Tiffin School, you **must** inform your Home Local Authority Admissions Department and Tiffin School within two weeks of your move and provide proof of your new address.

## ***Appendix C***

### **Looked after children or previously looked after children**

Currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or 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 previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

#### **Required evidence for a looked after child:**

If your child is currently in the care of a local authority, you must enclose a copy of a section 20 Children Act 1989 agreement (signed by parent(s) and the local authority), interim care order or final care order. If you are sending a copy of a section 20 agreement or interim care order then this must also be supported by a letter from the social worker confirming that it is still current.

#### **Required evidence for a previously looked after child:**

- an adoption order made under the Adoption Act 1976 or Adoption and Children's Act 2002; • a child arrangements 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 (as amended by section 12 of the Children and Families Act); 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 children in public care and will not be considered under this criterion.**

## Appendix D

### Course qualification list

The subjects listed below are the only ones that will be used to calculate the average GCSE point score based on the best 8 subjects:

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

Any other qualifications may be listed on the application form.

### Key Dates

#### Admission to Year 7

- On line registration will open **during the second half of the summer term**
- Open evening for entry to Year 7: **Tuesday 5 July 2016 5 pm to 8 pm**
- Deadline for registering to take the Stage One Test (i.e. by completing the on line Supplementary Information Form and delivering your paper copy to Tiffin School): **Thursday 8 September 2016**  
(It will greatly help our administration if you would register by **Thursday 14 July 2016**)

#### Test Dates:

Stage One Test

**Tuesday 4 October 2016** (if needed a second day will be scheduled for Wednesday 5 October)

Stage Two Test

**Friday 4 November 2016**

Results of Stage One Tests

**The outcome of the test will be emailed to parents in the week beginning 17 October 2016.**

Deadline for submitting your common application form to your local authority: **31 October 2016**

#### Admission to Sixth Form

Open evening for entry to Sixth Form

**Thursday 6 October 2016 5:45 pm to 8 pm**

Our Open Evening is specifically organised to explain courses and opportunities on offer in the Sixth Form to students considering joining Tiffin School for their Sixth Form studies.

The deadline for submitting your Sixth Form Application Form to Tiffin School:

**Friday 16 December 2016**