



**Tiffin School**  
**Admissions Policy**  
**For entry in the Academic Year**  
**2019-2020**

## Entry to Year 7 for September 2019

### *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 2019 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 2019 will normally be from parents/carers of boys born between 1 September 2007 and 31 August 2008 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 10.3 and 10.4.
- 4.2 The waiting list will be maintained from 1 March 2019 until the last day of Tiffin School's 2019 – 2020 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 10.3 and 10.4) 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 (see paragraph 7.13) of the last boy gaining a place in Year 7 before the end of the 2019 – 2020 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 for 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.

## **5 Late applications**

- 5.1 Applications after the common application form deadline 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 Such 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 by their Home Local Authority in March.

## **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** a signed paper copy of the SIF with an attached passport sized, recent photograph of the candidate must be sent to Tiffin School by the SIF deadline. See Appendix A for more information about the SIF.
- 7.3 The SIF is available on Tiffin School's website during the second half of the summer term. The deadline for Tiffin School receiving the hard copy of the SIF is **Thursday 6 September 2018**.
- 7.4 The SIF is a registration to sit the Stage One Test (a 'sifting test') and is not an application for a place at Tiffin School.
- 7.5 SIFs received after **Thursday 6 September 2018** will not be accepted unless there are exceptional circumstances (as determined by the School). Supporting evidence must be provided.
- 7.6 The Stage One Test will be held on Tuesday 2 October 2018.
- 7.7 The Stage One Test will consist of English and Maths questions that are marked by computer.
- 7.8 Tiffin School will determine the number of boys 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.
- 7.9 Invitations to sit the Stage Two Test will be sent by Friday 19 October 2018.

- 7.10 Candidates who are not being invited to sit the Stage Two Test will be notified of this by Tiffin School by Friday 19 October 2018. 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.
- 7.11 The information in paragraph 7.10 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 2018.
- 7.12 The Stage Two Test will be written tests in English and Maths.
- 7.13 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 of the SIF with an attached passport sized, recent photograph of the candidate to Tiffin School by 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:

- A 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 an EHC plan /statement and you should speak first with your SEN case worker or Home 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 in the following order:

- B To boys whose combined score is higher than or equal to the 300<sup>th</sup> ranked mark of all applicants who sat the Stage Two Test in the following order of priority:
- i. Currently Looked After Children and previously Looked After Children (see Appendix C) whose permanent place of residence (see Appendix B) is within the Inner Priority Area (see paragraph 10). Applications under this criterion must be accompanied by professionally supported evidence, then
  - ii. Boys whose primary school receives pupil premium funding (see Appendix D) in respect of him and whose permanent place of residence (see Appendix B) is within the Inner Priority Area (see paragraph 10).

The remaining places will be allocated in rank order of the combined score in the following order of priority:

- C Boys whose permanent place of residence (see Appendix B) is within the Inner Priority Area (see paragraph 10); if there are any remaining places, then:
  - D Boys whose permanent place of residence is in the Outer Priority Area. If there are any remaining places, then:
  - E Boys whose permanent place of residence is outside the Priority Areas.
- 9.2 In the event of a tied score to fill the 180<sup>th</sup> place, any place or places will be offered in the following order:
- i. To the boy who is a current Looked After Child or a previously Looked After Child. Evidence will be required. If there is more than one boy in this category the boy who lives nearest to Tiffin School, as measured by the Kingston Schools Admissions computerised Geographical Information System (see paragraphs 10.3 and 10.4), will be offered a place first.
  - ii. To the boy whose school is currently in receipt of pupil premium funding for him. Evidence will be required. If there is more than one boy in this category, the boy who lives nearest to Tiffin School, as measured by the Kingston Schools Admissions computerised Geographical Information System, will be offered a place first.
  - iii. To the boy who lives nearest to Tiffin School, as measured by the Kingston Schools Admissions computerised Geographical Information System.

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 Priority Areas

- 10.1 All applicants who live less than 10 Km from Tiffin School live in the **Inner Priority Area**.
- 10.2 All applicants who live 10 Km or more **and** less than 14 Km from Tiffin School live in the **Outer Priority Area**
- 10.3 Kingston Schools Admissions (part of Kingston Local Authority), will measure straight line 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.
- 10.4 The starting point is a grid reference point for 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 Home Local Authority (see Appendix B for further information). Residents of every floor 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 2019 and July 2020**

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

### **11 Overview**

- 11.1 The PAN for each year group is 180.
- 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) Any boy whose school is currently in receipt of pupil premium funding for him (evidence will be required) and whose permanent place of residence (see Appendix B) is within the Inner Priority Area (see paragraph 10);
  - iii) Rank order of the average score in the Mathematics and English selection tests for those who live in the Inner Priority Area followed by the rank order of those who live in the Outer Priority Area. Applicants from outside the Priority Areas will only be considered if the initial cohort for the relevant year group included boys who live outside the Priority Areas.
  - 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 2019-20 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.

## **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 the applicant to Tiffin School for testing.

12.3 Once the outcome of the testing is known, Tiffin School will notify the applicant's parents/carers 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; or
- 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 2019**

*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 2019. Applications for students 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 (Sixth Form) 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 E), with an average grade of 6.625. 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 7, 8 or 9 in three subjects that are to be studied in the Sixth Form.

15.3 All students in the current Year 11 at Tiffin School who meet the entry requirements and their course 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 students who move into the Sixth Form.

15.5 Course requirements as explained in paragraph 18 must be met.

## **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 21 December 2018. Competition for places is strong, and late applications may not be considered.

## **17 Oversubscription Criteria for External Applications**

### **17.1**

- i) Applicants will be ranked by their average GCSE points score, based upon our assessment of their estimated grades in their best 8 GCSEs from the qualifying list (see Appendix E).
- 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.
- v) 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 E). Places will then be offered to the applicants with the highest average GCSE score.
- vi) 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.

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

17.3 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 Home Local Authority (see Appendix B for further information). Residents of every floor 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).

17.4 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 Specific Course Requirements:**

18.1 For students wishing to study a science course at A Level, having followed a Combined Science course at GCSE, an average of a grade 7 is required.



- 18.2 For students wishing to study all three sciences, having followed a Combined Science Course, at least an average grade of 7.5 is required.
- 18.3 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.
- 18.4 For Politics and Government, a grade 7 or higher in History, or English Literature or English Language is required.
- 18.5 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.
- 18.6 For Further Mathematics, a grade 9 at GCSE Mathematics is required.

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

Please contact your SEN case worker or Home 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 10 Km from Tiffin School, measured as a straight line, live in the Inner Priority Area. Those who live less than 14 Km but 10 Km or more from Tiffin School live in the Outer Priority Area. If you do not live in either Priority Area, you should consider very carefully if you should register your son to sit the test and make an application for a place at Tiffin School on your common application form. Since introducing the initial Priority Area, places have only been offered to those who live within 14 km of the School.

The Supplementary Information Form (SIF) will be available on Tiffin School website from Tuesday 5 June 2018 to Thursday 6 September 2018. We encourage you to register your son by the end of the summer term Thursday 19 July 2018, to help our administration.

The SIF is an on line application form. Complete all the details carefully and accurately, taking particular care with your email address (which is used for all communication) and submit to us.

An automatic reply (that includes a copy of your SIF and that requires further action) will confirm receipt of your details.

You must check the SIF to ensure the information is correct.

To complete the registration process, you must then print, sign and return a copy of the SIF to us that has a recent passport sized photo of the named applicant attached. You must also attach any relevant paperwork / documentation regarding Special Educational Needs or serious medical issues.

**Only when the School has received the hard copy of your completed SIF is your son registered to take the tests.**

All paperwork MUST be received by **Thursday 6 September 2018**

## ***Appendix B***

### **Permanent Place of Residence.**

As part of the admissions process, your Council records are checked by your local authority to confirm that the address you have given in your application is your child's permanent home address.

Below is the information that Kingston local authority gives in their Kingston Secondary Guide.

### **Proof of address**

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's correct home address.

You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend.

The address you give on your application must be the one where your child is living permanently and must be the address where your family normally lives. An application can only be made from a single address and only a single application made for each child.

The list below is not exhaustive and your circumstances may fit more than one description.

- If you own more than one property, we will ask you to provide further evidence to demonstrate where you and your child normally live.
- If you own a property which is, or has previously been, used as your home address and you state that you are living at, and apply from, a different address, we will treat the second address as temporary. Therefore, we will use the address of the property which you own as the valid address for school admissions purposes.
- If you own or rent a property, and you buy or rent another property or live with family or friends temporarily, and state that this is your and your child's home address, we will not use the second address for school admissions purposes.
- Where parents live separately, the application must be based on the address where 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 parent or carer receiving child benefit. If you are not eligible for child benefit, please provide a legal document to confirm your arrangements. We will consider all available evidence that you provide to support your application.

- If you move after submitting your application, you must inform the School Admissions Team as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for school admissions purposes.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must provide evidence to support the reason for your move.
- If you move to a new address without telling us and secure an offer, based on your old address, of a school place that you would not have been offered based on the new address, we will treat this as misleading information and the offer of the school place will be withdrawn.
- If you move to a new address and have advised us, once our address verification procedures have been satisfied, we will revise your child's position on the waiting lists for each of the schools that you prefer so that you receive the correct outcome.
- If such a move takes place after you have received an offer of a school place, in order to be permitted to retain the offer, you must satisfy the Council that the change of address was not anticipated prior to the offer of a school place.
- If you use an incorrect address this will be treated as an attempt to obtain a school place on the basis of false information and your application will be withdrawn.

## ***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 Act 2002), or became subject to a child arrangements order or special guardianship order.

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

If you are applying for a child who is currently in the care of a local authority, you must enclose a letter from the child's social worker which confirms that the child is currently subject to a section 20 Children Act 1989 agreement (signed by parent(s) and the local authority), or a current interim care order or a current final care order.

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

You must provide documentary evidence to show that the child was in care immediately before the adoption, child arrangements order or special guardianship order, along with a copy of the relevant order (see below).

- an adoption order made under the Adoption Act 1976 or Adoption and Children’s Act 2002; or
- 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 2014); 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.

## ***Appendix D***

### **Pupil Premium / Service Pupil Premium**

If your son:

- has been eligible for means tested, free school meals; or
- is a looked after or previously looked after child (see above); or
- is registered as a service child at his current school;

his current school will receive a pupil premium payment for him. If in doubt, you should check with your son’s school.

## ***Appendix E***

### **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
English Literature	Geography	German	Greek	Drama	PE	Chemistry
Mathematics	Religious Studies	Spanish	Music	Art	Combined Science (Two grades)	Physics