

FREQUENTLY ASKED QUESTIONS about Year 7 Admissions in September 2019

Where will I find the Admission Policy?

Click [here](#) to link to the Admission Policy 2019. Please read carefully.

What is the Priority Area?

Please read the Admission Policy for entry in September 2019.

All applicants who live less than 10km from Tiffin School, measured as a straight line, live in the Inner Priority Area.

All applicants who live less than 14km but 10km or more from Tiffin School, measured as a straight line, live in the Outer Priority Area.

Kingston Schools Admissions (part of Kingston local authority), will measure the distances using their computerised Geographical Information System, using the permanent place of residence as supplied by the home local authority as part of the Pan-London Co-ordinated Admissions System. The permanent place of residence must be the address where the boy is living at the time of submission of the Common Application Form to your local authority, on the closing date of 31 October 2018.

Evidence that it is your permanent place of residence will be required by your local authority.

How many students will gain a place in September 2019?

From September 2019 the intake for Year 7 will be 180.

How will I know whether to put Tiffin School on my Common Application Form?

After the Stage One tests, which are a sifting process, we will let you know whether your son has been invited to the Stage Two tests. (no results will be given). If he has, and you wish to apply for a place at Tiffin School, you should put Tiffin School on your Common Application Form as one of your preferences. The Common Application Form can be obtained from your local authority.

If your son is **NOT** invited to the Stage Two Tests and you do put Tiffin School on your Common Application Form, your application will be ineligible.

When will I receive an offer of a school?

Your offer of a secondary school place will be sent by your local authority on 1 March 2019 (National Offer Day). For further details, check with your local authority.

Supplementary Information Form – registering for the Stage One Tests

How do I register my son for the Stage One Tests?

For a place at Tiffin School in Year 7 September 2019 **you must register your son** to take the Tiffin School Stage One Tests by completing our online Supplementary Information Form. You will find the link on the admissions page of our website.

When can I register my son for the Stage One Test?

Registration is open from **Monday 11 June 2018 to 12.00 noon Thursday 6 September 2018.**

When is the registration deadline?

You will not be able to register online after the deadline of 12.00 noon Thursday 6 September 2018. You must return all paperwork to the School by this deadline.

What if I have registered online but have missed the deadline to return the paper form (SIF) and any other medical paperwork?

Only in exceptional circumstances will any late paperwork be accepted. Scanned PDFs are not acceptable. Remember to enclose any supporting paperwork by the deadline too.

How will I know if I have registered online successfully?

You will receive an email (sent to the email address that you provided) from the Admissions Department within one school day of registering for the tests, to say that the form is logged. If you do not hear from us, please check your Junk Mail box before contacting the Admissions Department.

What do I do after I have registered online?

The email confirming you have successfully registered online will include a PDF attachment of the information you provided (SIF). You **MUST PRINT** the PDF attachment (SIF) and attach a recent, colour, passport-size photo of your son to it. You must then sign and date the form, and post the completed form to the Admissions Department, Tiffin School. We will **NOT** accept a scanned PDF (SIF) by email. Remember your registration is not complete until we have received the printed, signed and dated SIF with your son's photo on it.

How will I know you have received my son's printed registration form (SIF)?

If you register before the start of the summer holiday, Thursday 19 July, we will email confirmation that we have received your son's printed form. We will aim to do this within 10 school days. Due to the volume of registrations, we will **NOT** confirm by telephone or respond to individual email enquiries. If you register during the summer holiday when the school is closed, you will only receive an email confirmation from us when we return for the Autumn term as the confirmation of receiving your printed form is sent manually. We encourage you to register and return your printed form before the start of the summer holiday so we can email confirmation within 10 school days.

The Tests

When are the Tests?

The Stage One Tests are being held on **Tuesday 2 October 2018**.

The Stage Two Tests are on **Tuesday 6 November 2018** for those invited.

What are the admissions tests like?

The Stage One Tests are in English and maths. There are no past papers.

All answers will be marked on an answer sheet that is marked by computer.

How does my son answer the Stage One Tests on OMR sheets?

For the English paper, your son will choose his answer from some options. Below are two examples of how he would mark his answer:

| |
|--------------|
| |
| F |
| G |
| H |
| J |
| K |

| |
|--------------|
| |
| L |
| M |
| N |
| O |
| P |

In the first example, on the left the answer selected is H.

For the second example, on the right the answer selected is P.

A line is drawn through the letter. It may go outside the red brackets, but **MUST NOT** cross the outer blue line.

For the maths paper, the answers may be similar to those above, or they may be numerical. To record a numerical answer, the columns given represent hundreds, tens and units, so an answer of 7 would be marked as:

| |
|--------------|
| |
| 0 |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |

An answer of 5049 would be marked as:

| | | | |
|--------------|--------------|--------------|--------------|
| | | | |
| 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 |

A time answer would be given like a digital clock, so an answer of 5 mins past 7 (07:05) would be given as:

| | | | | |
|--------------|--------------|---|--------------|--------------|
| 0 | 0 | : | 0 | 0 |
| 1 | 1 | : | 1 | 1 |
| 2 | 2 | : | 2 | 2 |
| 3 | 3 | : | 3 | 3 |
| 4 | 4 | : | 4 | 4 |
| 5 | 5 | : | 5 | 5 |
| 6 | 6 | : | 6 | 6 |
| 7 | 7 | : | 7 | 7 |
| 8 | 8 | : | 8 | 8 |
| 9 | 9 | : | 9 | 9 |

Again with all answers it is important that the line stays within the intended column, but it does not matter if the line crosses the bracket around each number.

When will I get the results?

We aim to email you the outcome of the Stage One Tests on **Thursday 18 October 2018**. Please wait for the email.

Only if you have **not** achieved a place at Tiffin School will you be sent your results on **4 March 2019**, after National Offer day.

Do you make allowances for age?

For all tests, the raw scores are standardised and age weighted.

If my son is invited to the Stage Two Tests does that mean that he will have a place at Tiffin?

No, it means that you may put Tiffin School on your Common Application Form as one of your preferences. All those who take the Stage Two Tests will be ranked on their 'Combined Score'. Those in the Inner Priority Area will be ranked by score above those who live in the Outer Priority Area; then we will rank those who live outside both Priority Areas.

The Combined Score, will comprise 10% each of English and Maths from Stage One, 40% each of English and Maths from Stage Two.

Only those who do not gain a place will be sent their Combined score.

What if my son has a EHCP or Statement of Special Educational Needs?

If your son has been formally 'statemented', there are separate processes to be followed and you should speak first with your local authority who administers the process. Your son will still need to take the entrance tests and you should still register him through the online form. You will also need to provide us with information so that we can adjust access arrangements if necessary.

What if my son has special needs or special medical requirements that I would like to be taken into account for the Selective Eligibility Test?

The online Supplementary Information Form asks you to provide details of any special needs or requirements your son may have. It is particularly important that you tell us if your son has any disability, such as impaired sight or hearing, which may disadvantage him in the context of an examination.

It is also important that you let us know if your son has been formally identified as dyslexic or as having dyspraxia and receives help at school, or has any other condition that we ought to be aware of. You will need to provide appropriate professional evidence well in advance of the examination, and by deadline of **12.00 noon Thursday 6 September 2018**. Letting us know will not disadvantage your child in any way.

Can my son bring his medication with him (e.g. epipen, inhaler) to the 11+ exam?

Your son may bring his usual medication with him to the test venue. It is important to provide details of his medical requirements on the Supplementary Information Form so that we can make sure the staff in the exam room are aware. If necessary, he can have his medication on his desk.

What should my child bring with them to the Tests?

He should just bring his identification details on the paper slip that we will send to you, a SMALL drink and a snack. We will provide pencils and erasers. All information will be in the letter (emailed to you) we send regarding the test day.

Why is the collection time approximate?

Our priority is to ensure all students are settled and can do their best in the exams. If this means waiting while a small issue is sorted out, we do. All rooms start the exam at the same time. Sometimes break can take longer than we plan – depending on how quickly we can ensure all boys have had a chance to go to the toilet!

What if my son is unwell or not fit to take the tests on the day?

Do not send him to take the Tests. Email Year7admissions@tiffin.kingston.sch.uk, who will then arrange another date.

What if my son becomes ill during the test?

We will make arrangements for him to take time to recover, but the test he is in the middle of will have to be completed. We will then phone you to collect him and bring him back on another day to take the other test paper.

What if my son wants to go to the toilet during the test?

We offer lots of chances for boys to use toilets before each test. If his request is urgent, he will be allowed to go to the toilet, as long as it is not in the last 15 minutes of the test. **Do not** give him lots to drink in his break - a small drink is sufficient! The test timing will **NOT** be adjusted for the time missed by going to the toilet.

What happens while the boys are waiting to start the tests?

When we are waiting for everyone to arrive, boys have puzzles to do and are encouraged to talk to others in the room. Everyone is offered several opportunities to go to the toilet.

Why is the second session longer than the first?

We have allocated places in the first session to those boys who are nearest to our school. We only have two entrances and need to ensure there is no confusion over coming and going, so we must have the second session on site before the first session come out from their exam rooms. While the second session boys are in their waiting rooms, the first session boys are finishing their exam. Because it is near lunchtime, we are happy for the boys to eat a small packed lunch in their waiting rooms. They also chat and have puzzles to keep them occupied.

As soon as the first session boys are off site, the second session boys are moved into their exam rooms (just after 12:00 noon). They take with them all their belonging (their coats, bags, puzzle, etc.). Only when exam papers are given out and instructions given do they have to be silent. We plan to have their first exam underway by 1:00pm. However it is paramount that all boys are settled and as calm as possible, so we do not rush the process just to finish by 3:30pm.

Why can't I arrange to meet my son outside the school gate?

Tiffin School is on a busy road, and there is not a lot of pavement space outside the gates. For parents collecting boys from the main playground (London Road Gate) we ask that you stand in an area that is organised **by the row in which your son is sitting his exam** (i.e A B C D...) this is also by his surname. Please wait until your son comes to you. He will be directed to the right area. Do not try to meet him elsewhere. Please follow the instructions given to you by prefects and staff.

What happens if I am late collecting my son?

Initially your son will wait at the arranged collection point in the playground, supervised by staff and Prefects. If you are very late, we will have moved to the main reception area. The office staff will phone you to ensure you are on your way.

What if I want my son to make his own way home?

Boys are not allowed to make their own way home, unless they can show a member of staff a letter that gives permission. The letter must be provided by someone with Parental Responsibility for that child.

I have lost my instructions

Details are emailed, so check your email first. If you do not have the information you need, contact the Admissions Department.

Where can I park?

Preferably please use public transport to avoid traffic congestion. If you do come by car please use the public car parks in Kingston.

PLEASE CHECK IN ADVANCE HOW TO GET TO TIFFIN SCHOOL TO TAKE THE TESTS, ALLOWING SUFFICIENT TIME FOR TRAFFIC, PREFERABLY BY DOING A TRIAL JOURNEY DURING RUSH HOUR. THE SCHOOL'S POST CODE IS KT2 6RL

There is no parking at the School. **DO NOT** park at the school gates to drop off or pick up your son.

Should you have further questions please email Year7admissions@tiffin.kingston.sch.uk or telephone **020 8546 4638** ext **504**.
