



Admission to Sixth Form in September 2017

(The policy below is taken from Tiffin School Admissions Policy for entry in the Academic Year 2017 – 2018)

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.
- iii) 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.
- iv) 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 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

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**