

## **FREQUENTLY ASKED QUESTIONS about Year 7 Admissions in September 2023**

### **Where will I find the Admissions Policy?**

Click [here](#) to link to the Admissions Policy 2023. Please read it carefully.

### **What is the Priority Area?**

Please read the Admissions Policy for entry in September 2023.

All applicants who live less than 10km from Tiffin School, measured as a straight line, live in the Priority Area. Since introducing the Priority Area (previously the Inner Priority Area), places have only been offered to those who live within 10km of the school.

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 2022.

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 2023?**

In September 2023 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 is available online from your home local authority.

If he is NOT invited to the Stage Two Tests and you have put Tiffin School on your common application form, your application to Tiffin School will be ineligible but your other choices of school will not be affected.

### **Does it matter if I put another school ahead of Tiffin School on my order of preference list on the common application form?**

Yes: it is very important. The essential rule is to put down the schools according to your true order of preference. Your order of preference is totally confidential to the Local Authority. No school will know it. If the school you put ahead of Tiffin School is able to offer you a place you will be offered that school regardless of how well your son does in the Tiffin tests. Similarly, if you put Tiffin School first in order of preference, but we cannot offer your son a place, he will be offered a place at the next school for which he meets the entrance criteria.

### **When will I receive an offer of a school?**

Your offer of a secondary school place will be sent by your local authority on the evening of 1 March 2023 (National Offer Day). You will also be able to log on to the eAdmissions website [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to view the outcome during the evening of 1 March 2022. If you applied on paper, you will be sent an email on 1 March 2022. 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 2023, 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?**

The registration is open from midday on Monday 6 June 2022 to 12.00 noon on Thursday 1 September 2022.

### **How do I register twin boys?**

You should register each boy separately. Please use the same parental details when registering twin boys, this avoids any confusion.

### **How do I find out if my child is eligible for Pupil Premium/Free School Meals (FSM)?**

You should speak to your child's primary school who will be able to help you answer this question.

### **When is the registration deadline?**

You will not be able to register online after the deadline of 12.00 noon on Thursday 1 September 2022. We must also have received all supplementary paperwork (such as evidence of special needs or eligibility for pupil premium) to the school by this deadline.

### **How will I know if I have registered online successfully?**

You will receive an email (to the email address that you registered with) from the Admissions Department within 1 school day of registering for the tests, to say that the form is logged. You should keep this email as proof of your registration. If you do not hear from us, please check your junk folder before contacting the Admissions Department.

## The Tests

### When are the Tests?

The Stage One Tests are scheduled for Thursday 29 September 2022.

Any changes to this date will be published on the school website.

The Stage Two Tests will be in November for those invited.

### What are the Stage One Tests like?

The Stage One Tests are in English and maths.

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
<del>H</del>
J
K

L
M
N
O
<del>P</del>

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
<del>7</del>
8
9

An answer of 5049 would be marked as:

<del>0</del>	<del>0</del>	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	<del>4</del>	4
<del>5</del>	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	<del>9</del>

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

<del>0</del>	0	:	<del>0</del>	0
1	1	:	1	1
2	2	:	2	2
3	3	:	3	3
4	4	:	4	4
5	5	:	5	<del>5</del>
6	6	:	6	6
7	<del>7</del>	:	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.

**What are the Stage Two Tests like?**

The Stage Two Tests assess English and maths and are similar in length to the Stage One Tests. They require written answers and some questions on the English paper will require longer written answers. Answers are marked by experienced maths and English teachers.

**Are there past papers I can practice?**

Tiffin School does not publish its own past papers. The papers change significantly from year to year; changes usually include the number of questions on each paper, the time allocated for the different papers, and the types of questions assessed. Every year, completely new papers are written. There are many past 11+ papers from other selective schools and other sources freely available on the internet. Although a bit of exam paper practice may be helpful, we do not recommend any particular papers or providers.

**What topics will the admissions tests cover?**

When setting the admissions tests, Tiffin School assumes that those sitting the tests will have completed the National Curriculum in English and maths for Year 5 students when they sit the tests. Tiffin School does not expect students to have covered topics beyond this. However, the admissions tests will include some questions in unfamiliar formats that will provide boys with the opportunity to demonstrate their adaptability. The tests identify boys who enjoy and are confident reading, writing, thinking creatively, working with numbers, and problem-solving.

**Do all applicants need to sit the admissions tests at Tiffin School?**

Yes. There is no provision to sit the tests at any other location.

**When will I know the outcome?**

We aim to email you the outcome of the Stage One Tests on or around Wednesday 13 October 2022. Please wait for the email.

Only if you have **not** achieved a place at Tiffin School or a school that you have listed as a higher preference on your common application form will you be sent your results on 2 March 2023, 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 keep 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 Priority Area will be ranked by score above those who live outside of the Priority Area.

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 an Education and Health Care Plan (EHCP)?**

If your son has an EHCP (formally a 'Statement of Special Educational Needs'), 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 and ask your son's primary school to complete an additional form well in advance of the examination and by the deadline of 12.00 noon on Wednesday 1 September 2022. Letting us know will not disadvantage your child in any way.

### **Can my son bring his medication with him (e.g. adrenalin auto-injector, 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?**

- an ordinary HB pencil (not propelling)
- a rubber
- a pencil sharpener
- the information slip showing his individual arrangements on the paper slip we will email to you
- a SMALL drink and a nut-free snack (optional)
- face mask (optional)

All information will be in the email we send regarding the test day.

### **What should my child wear on the test day?**

Your child should wear comfortable clothes. Some boys wear 'home clothes' others wear their school uniform. Coats are advised as you may need to queue.

### **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. Sometimes breaks 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 test. Email [Year7admissions@tiffin.kingston.sch.uk](mailto:Year7admissions@tiffin.kingston.sch.uk) who will then arrange another date. Nobody displaying coronavirus symptoms will be permitted to attend the test.

### **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 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. 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 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...). 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 from their parent or guardian that gives permission.

**I have lost my instructions**

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

**Where can I park?**

Preferably walk, cycle or 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 AT RUSH HOUR. OUR POSTCODE IS KT2 6RL**

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

**Questions relating to Coronavirus and Special Precautions for the tests****What additional precautions will be in place for the tests to minimise the risks associated with Coronavirus?**

Tiffin School will follow the government's 'schools COVID 19 Operational Guidance'. For more information please visit: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

If students need to self-isolate because of coronavirus (COVID-19) they may not attend the tests. Those in this situation should contact [Year7admissions@tiffin.kingston.sch.uk](mailto:Year7admissions@tiffin.kingston.sch.uk) so that an alternative date can be arranged for testing.

**What should I do if I am concerned about the coronavirus risk associated with my son sitting the test?**

We have put in place measures to reduce the risk during tests that we are confident will be appropriate for the vast majority of boys. Special arrangements may be necessary for those in exceptional circumstances, please provide details on the supplementary information form.

**I have a question which isn't covered here; what should I do?**

If your query relates to the entrance tests or any aspect of admission to Tiffin School you should email it to [Year7admissions@tiffin.kingston.sch.uk](mailto:Year7admissions@tiffin.kingston.sch.uk).

*Tiffin School reserves the right to update or amend the Frequently Asked Questions in line with government guidelines. We encourage parents to check the school website for updates in relation to the 11+.*