



**Tiffin School**  
**Admissions Policy**  
**For entry in the Academic Year**  
**2024-25**

## Entry to Tiffin School

Tiffin School is a selective school. For places in Year 7, there are entrance tests early in the autumn term of Year 6, for which parents must register during the summer term whilst their son is in Year 5. To continue into the Sixth Form, students must meet the Sixth Form entry requirements for the year that they will be moving to Year 12.

## Entry to Year 7 for September 2024

### *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 2024 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 their Home Local Authority application form for secondary school.

#### **3 Age of applicant**

3.1 Applications for entry to Tiffin School in September 2024 will normally be from parents/carers of boys born between 1 September 2012 and 31 August 2013 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 2024 until the last day of Tiffin School's 2024 – 2025 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 the 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 (see paragraph 7.13) of the last boy gaining a place in Year 7 before the end of the 2024 – 2025 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 local authority 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 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 SIF is **12 noon on Monday 4<sup>th</sup> September 2023** (the SIF Deadline).
- 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 the SIF Deadline 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 or around **Thursday 5<sup>th</sup> October 2023**.
- 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 on or around Tuesday 17th October 2023.
- 7.10 Candidates who are not being invited to sit the Stage Two Test will be notified of this by Tiffin School on or around Tuesday 17th October 2023. Candidates who are not invited to sit the Stage Two Test will not be eligible for a place at Tiffin.
- 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 their local authority application form prior to 31 October 2023.
- 7.12 The Stage Two Test will be written tests in English and Maths and will be held in November 2023.
- 7.13 Admission to Tiffin School will be determined by academic ability, which is assessed by performance in the tests. Test scores are standardised and age weighted. Then applicants are ranked in order of their combined score, and places are allocated according to the Selection Criteria.
- 7.14 In the event of a further lockdown or other major disruption preventing the test taking place on or around these dates we will post the revised test dates on the school's website as soon as they are known.

## **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 the on-line Supplementary Information Form (SIF) 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 their local authority 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 plan (EHCP) that names Tiffin School specifically on the plan. *(For guidance: there are separate processes to be followed for naming a school on an EHCP 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 400th 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 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 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 Priority Area (see paragraph 10); if there are any remaining places, then:

D 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, any place or places will be offered 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 Area

10.1 All applicants who live less than 10km from Tiffin School live in the **Priority Area**.

10.2 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.

10.3 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 2024 and July 2025**

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

### **11 Overview**

- 11.1 Applicants who have previously sat the selective test for entry to Year 7 and have scored below the 'cut-off score' (see paragraph 4.4) are not eligible to be re-considered for entry to Years 8 to 11.
- 11.2 For places in Years 8 to 11, only when the roll drops below 180 in the relevant year group will all eligible boys who have applied for an in-year place at Tiffin School for that year group be invited to attend for testing (see paragraph 12).
- 11.3 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.
- 11.4 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 plan (EHCP).
  - ii. Currently Looked After Children and previously Looked After Children (see Appendix C) whose permanent place of residence (see Appendix B) is within the Priority Area (see paragraph 10). Applications under this criterion must be accompanied by professionally supported evidence.
  - iii. 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 Priority Area (see paragraph 10).
  - iv. Rank order of the average score in the Mathematics and English selection tests for those who live in the Priority Area. Applicants from outside the Priority Area will only be considered if the initial cohort for the relevant year group included boys who live outside the Priority Area.
  - v. 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.
  - vi. 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.
- 11.5 Applicants who have reached the required standard but who are not offered a place will be placed on a ranked waiting list for the year group.
- 11.6 Each ranked waiting list will be disbanded at the end of the academic year. Applicants who are on the ranked waiting list on the date it is disbanded will be added to the unranked waiting list for the following year.

11.7 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 via the Kingston online in-year scheme for co-ordinated admissions. Applicants must both:

- i. Apply via the Kingston Local Authority using the Kingston online in-year scheme for co-ordinated admissions. They must fully complete the Kingston online admission form and any supplementary forms required by Kingston admissions as part of this process.
- ii. Following their application via Kingston Local Authority, email [InYearAdmissions@tiffin.kingston.sch.uk](mailto:InYearAdmissions@tiffin.kingston.sch.uk) detailing the name, date of birth and national curriculum year of the applicant.

12.2 If there are no places available at Tiffin School in the relevant year, Tiffin School will inform the applicant that their application has been unsuccessful. These applicants will be asked whether they would like their details to be kept on an unranked waiting list so that, in the event of a place becoming available in the relevant year, the applicant can be invited to Tiffin School for testing.

12.3 If the roll drops below 180 in the relevant year group, all eligible boys who have applied for an in-year place at Tiffin School for that year group will be invited to attend for testing. Any boys who have already been tested in that academic year and are of the required standard for entry but have not been offered a place at the time of testing, will not be retested. However, their existing test result will determine their revised position on the newly ranked waiting list after the new round of testing.

12.4 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.

## **13 Appeals & The Fair Access Protocol**

13.1 Parents/carers of in-year applicants who are not offered a place will be notified of the appeals process.

13.2 Tiffin School participates in the Fair Access Protocol for Kingston Schools.

## Admission to Sixth Form in September 2024

*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 2024. 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 a total grade score of 56. The student must also have a grade 5 or higher in English Language and Mathematics, which may or may not be included in the total grade score of 56.

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 60 places will be filled by external applicants to the Sixth Form; final numbers will vary depending on the combination of courses, availability of spaces and the number of Tiffin Year 11 students who move into the Sixth Form. The Published Admission Number (PAN) for external candidates into the Sixth Form is therefore 60 but more may be admitted.

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

15.6 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 by Friday 15<sup>th</sup> December 2023. Competition for places is strong, and late applications may not be considered.

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

- 17.1
- i) Applicants who live within the Priority Area will be ranked by their GCSE points score, based upon our assessment of their estimated grades in their best 8 GCSEs from the qualifying list (see Appendix E).
  - ii) Applicants who live outside the Priority Area will be ranked by their GCSE points score, below those who live within the Priority Area, based upon our assessment of their estimated grades in their best 8 GCSEs from the qualifying list (see Appendix E).
  - iii) Subject to place availability on courses, places will be offered to the applicants in order from the ranked list. Offers will be conditional on the applicant meeting the entry and course requirements in their GCSEs.



- iv) On offering a place, a meeting with the applicant will be arranged so that subject options can be discussed.
- v) 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.
- vi) If places for courses are still available in August, applicants on the waiting list who have met the entry and course requirements will be re-ranked. Those living within the Priority Area will be ranked above those who live outside the Priority Area. The ranking will then be based on their actual GCSE point score in their best 8 GCSEs from the qualifying list (see Appendix E).
- vii) 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 total 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 two or three sciences, having followed a Combined Science Course, an average grade of 8 or higher in the Combined Science Course is required.

18.3 For students wishing to study Biology, Chemistry or Physics, having taken separate GCSEs in Biology, Chemistry or Physics, a grade 7 or higher is required in the science to be studied in the Sixth Form.

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

18.5 For Politics, a grade 7 or higher at GCSE in English Language or English Literature or History or Religious Studies 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 be of minimum Grade 6 standard on an instrument. GCSE Music is not a requirement for this course.

18.7 For Physical Education, it is expected that students will be able to perform at a suitable standard (as determined by the school) in a qualifying sport from the DfE GCE PE Activity list.

18.8 For Further Mathematics, a grade 9 at GCSE Mathematics is required.

18.9 For Art and Design, Design and Technology, Drama, English Literature, French, Geography, German, History, Latin, Greek, Mathematics, Religion and Philosophy or Spanish, a grade 7 or higher is required at GCSE in the subject to be studied in the Sixth Form.

## **19 Children with an education, health and care plan (EHCP)**

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 10km from Tiffin School, measured as a straight line, live in the Priority Area. If you do not live in the Priority Area, you should consider very carefully if you should register your son to sit the tests and make an application for a place at Tiffin School on your Home Local Authority application form. Since September 2019, when a 10km Priority Area was introduced, places have only been offered to those who live within 10km of the School.

The Supplementary Information Form (SIF) will be available on the Tiffin School website during June, July and August 2023. Early registration is encouraged.

The SIF is an online 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) will confirm receipt of your details. You must check the SIF to ensure the information is correct and keep this reply as proof of your registration.

Applicants with Special Educational Needs or serious medical issues must also send Tiffin School any relevant paperwork / documentation regarding Special Educational Needs or serious medical issues and this must be received by the SIF deadline for appropriate adjustments to be made.

All paperwork MUST be received by the SIF deadline (see paragraph 7.3).

## **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 give in their Secondary School Admission brochure.

### **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**

- Looked After Children are children who are in the care of a local authority (as defined by section 22 of the Children Act 1989) at the time of making an application to the school.
- Previously Looked After Children are children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the School) to have been in state care outside of England and ceased to be in care as a result of being adopted.

#### **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 child:

- 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 their current school;

their current school will receive a pupil premium payment for them. If in doubt, you should check with your child'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	Computer Science	Design Technology	Biology	Economics
English Literature	Religious Studies	German	Greek	Drama	Combined Science (Two grades)	Chemistry	Psychology
Mathematics	Geography	Spanish	Music	Art	PE	Physics	