



**Tiffin School**  
**Admissions Policy**  
**For entry in the Academic Year**  
**2025-26**

***Paragraphs Relevant to Sixth Form Admissions Only***

## 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.

**Paragraphs 1 -16, which do not relate to Sixth Form Admissions, have been removed for ease of reference.**

## Admission to Sixth Form in September 2025

*Paragraphs 17 to 23 relate to Sixth Form admissions only*

### **17 Admissions Authority**

Tiffin School is an academy and therefore is its own admissions authority.

### **18 Overview**

18.1 Students must normally be 16 on 31 August 2025. 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.

18.2 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.

18.3 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.

18.4 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.

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

18.6 Course requirements as explained in paragraph 21 must be met.

### **19 Application Process for External Applicants**

19.1 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.

19.2 All application forms must be completed by Friday 20<sup>th</sup> December 2024. Competition for places is strong, and late applications may not be considered.

## **20 Oversubscription Criteria for External Applications**

- 20.1
- 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.

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

20.3 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).

20.4 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 Tiffin School will make the draw.

## **21 Specific Course Requirements:**

21.1 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.

21.2 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.

21.3 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.

- 21.4 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.
- 21.5 For Politics, a grade 7 or higher at GCSE in English Language or English Literature or History or Religious Studies is required.
- 21.6 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.
- 21.7 For Physical Education, it is expected that students will be able to perform at a suitable standard (as determined by Tiffin School) in a qualifying sport from the DfE GCE PE Activity list.
- 21.8 For Computer Science, a grade 7 or higher at GCSE in Computer Science or a grade 8 or higher at GCSE in Maths is required.
- 21.9 For Further Mathematics, a grade 9 at GCSE Mathematics is required.
- 21.10 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.

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

Children who have an education, health and care plan (EHCP) should follow the application process detailed in paragraph 19. They should also contact their SEN case worker or Home Local Authority for further information regarding the transition to Sixth Form. *(For guidance: there are separate processes to be followed for naming a school on an EHCP and those considering applying should speak first with their SEN case worker or Home Local Authority who administers the process. As part of the process Tiffin School will consider evidence of each applicant's ability and aptitude including each applicant's predicted GCSE grades).*

## **23 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**

*Appendix A does not relate to Sixth Form admissions and has been removed for ease of reference.*

## **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 or place will be withdrawn.

## **Appendix C**

*Appendix C does not relate to Sixth Form admissions and has been removed for ease of reference.*

## **Appendix D**

*Appendix D does not relate to Sixth Form admissions and has been removed for ease of reference.*

## **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 and Technology	Biology	Economics
English Literature	Religious Studies	German	Greek	Drama	Combined Science (Two grades)	Chemistry	Psychology
Mathematics	Geography	Spanish	Music	Art & Design	Physical Education	Physics	

Short Course GCSEs will not be used.