



Admissions Policy for entry in the Academic Year 2027-28

STATUS: STATUTORY

Review Cycle: Annual

Governors Committee Responsible: Admissions

Date of Last Review:

Date of Next Review:



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 2027

Paragraphs 1 to 13 relate to Year 7 Admissions only

1 Admissions Authority

Tiffin School is an academy school 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. The Sporting Aptitude Assessment (see paragraph 9) and the Musical Aptitude Assessment (see paragraph 10) will take place before the admissions tests either during the same autumn term or the summer term before.

2.3 Tiffin School's Published Admission Number (PAN) for Year 7 for September 2027 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 2027 will normally be from parents/carers of boys born between 1 September 2015 and 31 August 2016 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 11) and will automatically consist of the names of boys who did not receive a higher preference offer. If there is more than one boy on the same score then they will be placed in rank order of nearest distance to Tiffin School, measured as described in paragraph 12.1 and 12.2.

4.2 The waiting list will be maintained from 1 March 2027 until the last day of Tiffin School's 2027 – 2028 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 be 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 12.1 and 12.2). 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 lowest Combined Score (see paragraph 7.15) of any boy gaining a place in Year 7 before the end of the 2027 – 2028 academic year will be deemed to be the 'cut-off score' for that year group. When determining the 'cut-off score' the scores of boys admitted under criteria 'B', 'C', 'D' and 'E' of paragraph 11.1 will be considered.

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 14 to 16 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 Home 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 2027.

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 Wednesday 2nd September 2026** (the SIF Deadline). The deadline for Tiffin School receiving the SIF from those wishing to participate in the Sporting Aptitude Assessment (see paragraph 9) or Music Aptitude Assessment (see paragraph 10) is **9:00am on Monday 6th July 2026** (the Early SIF Deadline for Sporting & Musical Aptitude Assessments).

7.4 The SIF is the registration document 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 Tiffin School). Supporting evidence must be provided.

7.6 The Stage One Test will be held on or around **Friday 1st October 2027**.

7.7 The Stage One Test will consist of English and Maths questions that are marked by computer.

7.8 The marks achieved by each boy in the Stage One English and Maths tests will be standardised, age-weighted and then averaged to give a 'Stage One score'. This will be used to determine which boys are invited to the Stage Two Test. 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 When determining who will be invited to the Stage Two Test, a 10% leeway (see paragraph 7.10) will be applied to boys:

- i. who are 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 13) on the SIF Deadline (see paragraph 7.3)
- ii. 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 13) on the SIF Deadline (see paragraph 7.3)
- iii. boys who have demonstrated aptitude in sport (by achieving a score in the Sporting Aptitude Assessment above the benchmark threshold, see paragraph 9) and whose permanent place of residence (see Appendix B) is within the Priority Area (see paragraph 13) on the SIF Deadline (see paragraph 7.3).
- iv. boys who have demonstrated aptitude in music (by achieving a score in the Musical Aptitude Assessment above the benchmark threshold, see paragraph 10) and whose permanent place of residence (see Appendix B) is within the Priority Area (see paragraph 13) on the SIF Deadline (see paragraph 7.3).

7.10 At Stage One, Tiffin School will calculate 10% of the lowest Stage One score at which boys have been eligible to progress to Stage Two. This will be the leeway. Any boy whose score falls within the leeway of that lowest Stage One score and who is eligible under paragraph 7.9 will also be invited to sit the Stage Two Test. For example, if the lowest score was 220, any boy whose score fell between 198 and 242 inclusive and who is eligible under paragraph 7.9 will also be invited to sit the Stage Two Test. A 10% leeway will only be applied to any boy once even if the boy qualifies under more than one criteria. Tiffin School will not alter any individual marks.

7.11 Invitations to sit the Stage Two Test will be sent on or around Friday 16th October 2026.

7.12 Candidates who are not being invited to sit the Stage Two Test will be notified of this by Tiffin School on or around Friday 16th October 2026. Candidates who are not invited to sit the Stage Two Test will not be eligible for a place at Tiffin School. Stage One scores will be shared with the registered parent/carers only for boys who have not progressed to Stage Two.

7.13 The information in paragraphs 7.11 and 7.12 is provided in order to enable parents/carers to make an informed choice of schools when completing their Home Local Authority application form prior to 31 October 2026.

7.14 The Stage Two Test will be written tests in English and Maths and will be held on the same day in mid November 2026.

7.15 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. The Combined Score will be comprised 50% English and 50% Maths. The English component will be the Stage Two English score; the Maths component will combine the scores from the Stage One and the Stage Two Tests in the ratio 2:3. Standardised scores will be shared with the registered parent/carer only for boys who have not been offered a place at Tiffin School on National Offer Day.

7.16 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 Tiffin 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 Home Local Authority application form.
- iv. The boy must attend the Stage Two Test as specified.

9 Tiffin School's Sporting Aptitude Assessment

9.1 Tiffin School's Sporting Aptitude Assessment identifies the boys who are most likely to benefit from the sporting education on offer at Tiffin School and who are motivated to excel at sport.

9.2 All candidates that complete the online Supplementary Information Form (SIF) by **9:00am on Monday 6th July 2026** (the Early SIF Deadline for Sporting and Musical Aptitude Assessment) will be able to indicate whether they would like to participate in a Sporting Aptitude Assessment.

9.3 The Sporting Aptitude Assessment will be in two parts both of which may take place on the same day. It will take place after the Early SIF Deadline for Sporting and Musical Aptitude Assessment and before the Stage One Test. There will be one opportunity for candidates to be assessed for sporting aptitude. Both parts of the process will be subject to oversight by an independent assessor.

9.4 Part One of the Sporting Aptitude Assessment will include an assessment of cardiovascular endurance. Candidates who perform well during the first part will be invited for Part Two during which they will have the opportunity to display their aptitude for sport through a variety of further assessments. Candidates who are invited for Part Two of the assessment will be awarded a score for each element of the aptitude assessment. When all assessments have been completed a rank order of applicants for the Sporting Aptitude places will be produced and a benchmark threshold will be applied. Parents will be told whether their son has achieved the benchmark threshold and is therefore eligible to be considered for a place under the Sporting Aptitude criterion. Candidates for the Sporting Aptitude Assessment are also able to attend the Musical Aptitude Assessment. Scores for the Sporting Aptitude Assessments will not be shared.

10 Tiffin School's Musical Aptitude Assessment

10.1 Tiffin School's Musical Aptitude Assessment identifies the boys who are most likely to benefit from the music teaching on offer at Tiffin School and who demonstrate a particular capacity to learn or develop skills in music.

10.2 All candidates that complete the online Supplementary Information Form (SIF) by **9:00am on Monday 6th July 2026** (the Early SIF Deadline for Sporting and Musical Aptitude Assessment) will be able to indicate whether they would like to participate in a Musical Aptitude Assessment.

10.3 The Musical Aptitude Assessment will be in two parts. Both parts will take place after the Early SIF Deadline for Sporting and Musical Aptitude Assessment and before the Stage One Test. Part One will be a written test with questions relating to an audio recording. There will be only one opportunity to sit the Musical Aptitude Assessment.

10.4 Candidates who perform well during Part One will be invited to attend Part Two of the assessment during which they will have the opportunity to display their aptitude in music by singing or clapping to various rhythms and melodies. This part of the process will be subject to oversight by an independent assessor. Scores will be awarded for each element of the aptitude tests. When all tests have been completed a rank order of applicants for the Musical Aptitude places will be produced and a benchmark threshold will be applied. Parents will be told whether their son has achieved the benchmark threshold and is therefore eligible to be considered for a place under the Musical Aptitude criterion. Candidates for the Musical Aptitude Assessment are also able to attend the Sporting Aptitude Assessment. Scores for the Music Aptitude Assessments will not be shared.

11 Tiffin School's Selection Criteria

11.1 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 - see paragraph 7).

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 450th ranked Combined Score 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 13). 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 13) then

The remaining places, less up to 18 places reserved for Sporting and Music Aptitude under

section E, 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 13); if there are any remaining places, then

D Boys whose permanent place of residence is outside the Priority Area, then

E Up to 18 reserved places will be offered to boys whose Combined Score is higher than or equal to the 450th ranked Combined Score of all applicants who sat the Stage Two Test and who have not been offered a place under categories A, B, C, or D above, in the following order of priority:

- i. Up to 9 places to boys who have demonstrated aptitude in sport (by achieving a score in the Sporting Aptitude Assessment above the benchmark threshold) by rank order of performance in the Sporting Aptitude Assessment and whose permanent place of residence (see Appendix B) is within the Priority Area (see paragraph 13).
- ii. Up to 9 places to boys who have demonstrated aptitude in music (by achieving a score in the Musical Aptitude Assessment above the benchmark threshold) by rank order of performance in the Musical Aptitude Assessment and whose permanent place of residence (see Appendix B) is within the Priority Area (see paragraph 13).

12 Tie breakers

12.1 In the event of a tied score to fill the 180th place, or for tied ranks for places offered under paragraph 11.1E, 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.

i. 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.

ii. 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 Tiffin School, Queen Elizabeth Road Pedestrian Gate entrance.

12.2 If more than one boy is on the 180th score or for tied scores for places offered under paragraph 11.1E, 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.

13 Priority Area

13.1 All applicants who live less than 10 km from Tiffin School (see paragraph 12) live in the **Priority Area**.

In-Year Admissions: Entry into Years 7 to 11 between September 2027 and July 2028

Paragraphs 14 to 16 relate to In-Year Admissions (Years 7 to 11) only.

14 Overview

14.1 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.

14.2 Places in Year 7 will be allocated to boys on the waiting list (see paragraph 4). 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.

14.3 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 at Tiffin School 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.

14.4 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 13). Applications under this criterion must be accompanied by professionally supported evidence.
- iii. Boys whose current 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 13).
- 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.

14.5 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.

14.6 Each ranked waiting list will be disbanded on the last day of Tiffin School's summer term as published on the Tiffin School website. 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.

14.7 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.

15 In-Year Admissions Procedure

15.1 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 detailing the name, date of birth and national curriculum year of the applicant.

15.2 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.

15.3 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.

15.4 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.

16 Appeals & The Fair Access Protocol

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

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

Admission to Sixth Form in September 2027

Paragraphs 17 to 23 relate to Sixth Form Admissions only

17 Admissions Authority

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

18 Overview

18.1 Students must normally be aged 16 on 31 August 2027. 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 qualifications for entry into the Sixth Form (the “entry requirements”) are:

- i) A score of 56 when the values of the grades from eight of the applicant’s GCSEs, from the qualification list in Appendix E, are added together (the “total grade points score”). AND
- ii) The student must also have a grade 5 or higher in English Language GCSE and Mathematics GCSE, which may or may not be included in the total grade points score.

18.3 All students in the current Year 11 at Tiffin School who meet the entry requirements and their specific course requirements (see paragraph 21) will continue into the Sixth Form, if they wish.

18.4 The Published Admission Number (PAN) for external candidates is 90. This represents the minimum number of places available to external applicants each year. The final number of external admissions may be higher depending on the combination of courses, availability of spaces, and the number of Tiffin Year 11 students continuing into the Sixth Form.

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

18.6 Specific 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 online 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 17th December 2026. Competition for places is strong, and late applications may not be considered.

19.3 Applicants will indicate a **reserve A Level subject** on their application form. **If no reserve subject is indicated, alternative courses will not be offered in the event that one or more chosen subjects are full.**

20 Oversubscription Criteria for External Applications

20.1 **It is important to note that meeting the academic entry requirements does not guarantee the offer of a Sixth Form place. Places are subject to the overall capacity of the**

Sixth Form and to the availability of places in individual subjects.

20.2 Following the publication of GCSE results (GCSE Results Day, expected Thursday 26 August 2027), offers will be made to applicants who meet the entry requirements in the order set out below:

i) Looked After and Previously Looked After Children.

ii) Applicants who live within the Priority Area, ranked first by their total grade point score, and then by distance from the school, who have applied to study one or more A Level courses that the school designates as "Curriculum Breadth Subjects" for that admissions year and have secured a Grade 9 in that subject at GCSE. The full list of these Curriculum Breadth Subjects will be published on the FAQs on the website on 30th September each year. School Priority Subjects include all subjects in the arts, all language subjects, Design Technology and Physical Education.

iii) Remaining applicants who live within the Priority Area, ranked first by their total grade point score, and then by distance from school.

iv) Applicants who live outside the Priority Area, ranked first by total grade point score, and then by distance from school.

20.3 All offers made will be subject to:

i) Applicants meeting the specific course requirements for their chosen courses.

ii) Teaching group capacity.

20.4 Tiffin School will measure the straight line distances using specialist software.

20.5 The starting point is a grid reference point in the home address determined by the address point data supplied by Royal Mail/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 Tiffin School, Queen Elizabeth Road Pedestrian Gate entrance.

20.6 In the unlikely event of a tie in both total grade point score and distance, the place will be allocated by random selection, conducted by an independent person.

21 Specific Course Requirements:

21.1 Course-specific grade requirements are as currently listed in paragraphs 21.2 – 21.11. In addition, **the allocation of places to individual subjects will depend on the number of teaching sets available and the capacity of specialist facilities.** Where a particular subject or combination of subjects is oversubscribed, applicants will be prioritised according to:

i) the oversubscription criteria in paragraph 20, and

ii) their meeting of the relevant course entry requirements.

21.2 For students wishing to study a science course at A Level, having followed a Combined Science course at GCSE, an average of grade 7 or higher in the Combined Science Course is required.

21.3 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.

21.4 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.

21.5 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.

21.6 For Politics, a grade 7 or higher at GCSE in English Language or English Literature or History or Religious Studies is required.

21.7 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.

21.8 For Physical Education, it is expected that students will be able to perform at a suitable standard in a qualifying sport from the DfE GCE PE Activity list (see Course Handbook for further information).

21.9 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.

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

21.11 For Religion and Philosophy, a grade 7 or higher at GCSE in English Language or English Literature or History or Religious Studies is required.

21.12 For Art and Design, Design and Technology, Drama, English Literature, French, Geography, German, History, Latin, Classical Greek, Mathematics, 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)

22.1 Children who have an Education, Health and Care plan (EHCP) should follow the application process detailed in paragraph 19. The school will liaise with the Home Local Authority to ensure that appropriate consultation and placement procedures are followed, in line with the SEND Code of Practice. 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

23.1 Parents, carers and students may appeal jointly or separately against a decision refusing admission. Where separate appeals are made, they will be heard together. Appeals will be conducted in accordance with the School Admission Appeals Code.

Appendix A

Supplementary Information Form (For entry to Year 7 - Registering for the Stage One Tests)

Please note, applicants who live less than 10 km 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 10 km Priority Area was introduced, places have only been offered to those who live within 10 km of Tiffin School.

The Supplementary Information Form (SIF) will be available on the Tiffin School website during June, July and August 2026. Early registration is encouraged. Note the earlier deadline in July for those wishing to participate in the Sporting Aptitude Assessment (see paragraph 9) or Music Aptitude Assessment (see paragraph 10).

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 returned copy of 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 Home Local Authority to confirm that the address you have given in your application is your child's permanent home address.

We draw your attention to some key points set out in the Royal Borough of Kingston (RBK)'s child's home address policy. The policy that governs 2027 entry will be published after these admissions arrangements are finalised and therefore we refer you to the RBK brochure for 2027 entry for their updated child's home address policy (or the 2027 entry brochure of your home local authority if you live in another borough). Applications will be processed in line with the Home Local Authority's 2027 policy and procedures, and any policy or procedural changes will supersede those set out below.

Below is the information that Kingston Local Authority gives 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.