



# **The Tiffin Girls' School**

## **Determined Admissions Arrangements**

**For In Year entry in the  
Academic Year 2023 – 2024**

## **Entry to Years 8 to 11 (In Year Admissions) for September 2023 to July 2024**

### ***Sections G to J relate to In Year Admissions (Years 8 to 11) only***

#### ***Parents/Carers are directed to the Glossary***

#### **G. ADMISSIONS AUTHORITY**

- 56.** The Tiffin Girls' School (hereafter referred to as 'the School') is an academy and therefore is its own admissions authority.

#### **H. OVERVIEW**

- 57.** Applicants who have previously sat the selective test for entry to Year 7 and have scored below the cut-off score are not eligible to be reconsidered for entry to Years 8 to 11.
- 58.** If an application for entry to Years 8 to 11 between September 2023 and July 2024 is made by someone who either achieved the cut-off score or higher in the Year 7 admission tests, or is made by someone who did not sit the Year 7 admission tests or who has not already sat an In Year admission test, then the applicant will be invited in to school to take a selection test.
- 59.** The selection test will consist of a Maths and English test. The test for each year group is different. The result of the selection test will indicate whether the applicant is of the required standard for entry to the appropriate year group.
- 60.** If the selection test indicates that the applicant is not of the required standard, their application will be unsuccessful and they will not be re-tested for entry to The Tiffin Girls' School at any subsequent point prior to Year 12.
- 61.** If the selection test indicates that an applicant is of the required standard and a place is available in the year group, the applicant will be offered a place in rank order of the criteria in paragraph 62.
- 62.** If there is more than one applicant deemed to be of the required standard for any particular year group, then the applicants will be placed in rank order of the average of the Mathematics and English selection tests within the appropriate category listed below and in the following priority order:
- 62.1.** Currently Looked After Children and previously Looked After Children. Applications under this criterion must be accompanied by professionally supported evidence, then
- 62.2.** Girls whose permanent place of residence is within the Inner Area or within the Designated Area and who qualify for receipt of Pupil Premium Funding (as defined in the Glossary) at the time of submitting the In Year SIF, then
- 62.3.** Girls whose permanent place of residence is within the Inner Area, then
- 62.4.** Girls whose permanent place of residence is within the Designated Area of the School, then
- 62.5.** Girls whose permanent place of residence is outside the Designated Area of the School.
- 63.** In the event of a tied score, the place will be offered to the girl who lives nearest the School (as measured by the council using a standard method of measuring home to school distance in a straight line using the School Admissions' computerised geographical information system and data supplied by Ordnance Survey. See paragraph 43.4 of the Year 7 arrangements for entry 2023.)

- 64. Applicants who have achieved the required standard but who are not offered a place will be placed on a waiting list for the year group.
- 65. Each waiting list will be disbanded at the end of the 2023-24 academic year. Applicants who are on the waiting list on the date it is disbanded are eligible to reapply the following year.

#### **I. IN YEAR ADMISSIONS PROCEDURE**

- 66. All In Year applications for any maintained school or academy in Kingston Upon Thames must be made to Kingston Local Authority on their In Year application form. Any such form received by the School will be forwarded to Kingston Local Authority for processing.
- 67. Following recording and verification, Kingston Local Authority will share the application with the School, and applicants will be required to complete the School In Year Supplementary Information Form (SIF) in order to be invited in for testing.
- 68. Applicants will be informed of the next available test date within 15 school days of receipt of the In Year application form via Kingston local authority. [Note: Applicants will only be invited in for testing after the In Year SIF has been submitted to the School.]
- 69. Once the outcome of the application is known, the School will notify the applicant and Kingston Local Authority of the offer or refusal of a place.
- 70. Where an applicant lives outside the borough, Kingston LA will advise the Home LA of the application and outcome only where the offer of a place is made and accepted by the parent; a parent of a child not in education declines an offer of a place; or a parent of a child not in education is unsuccessful with their application.

#### **J. APPEALS**

- 71. Parents/carers of In Year applicants who are not offered a place will be notified of the appeals process.

**Currently Looked After and Previously Looked After Children** are defined as:

- Children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made
- Children who were previously in the care of a local authority immediately before they were adopted under the Adoption and Children Act 2002, or became subject to a child arrangements order or special guardianship order, including those who appear [to the School] to have been in state care outside of England and ceased to be in state care as a result of being adopted

**Children who qualify for receipt of Pupil Premium Funding:** in the arrangements for Year 7 entry, children who live in the Designated Area for whom their current school receives additional annual funding in pupil premium or service premium payments. If you live in the Designated Area and either your child has been eligible for means tested free school meals at any point in the six years prior to the SIF Deadline, even if she is not currently eligible, or if she is registered as a service child at her current school, documentary evidence of her eligibility must be provided.

**Supplementary Information Form (SIF) Deadline:** the date and time by which the online registration for the Stage One Test must be received by the School.

**Permanent Place of Residence:** the address you give on your Application. This address must be the one where the girl is living permanently and must be the address where your family normally lives.

**Inner Area:** the named electoral wards within the Royal Borough of Kingston upon Thames or the London Borough of Richmond upon Thames:

Berrylands  
Canbury Gardens  
Coombe Hill  
Coombe Vale  
Green Lane & St James  
Kingston Gate  
Kingston Town  
New Malden Village  
Norbiton  
St Mark's & Seething Wells  
Surbiton Hill  
Tudor  
Ham, Petersham and Richmond Riverside

**Designated Area:** the named postal districts specified below:

KT1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 17, 19  
TW1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17  
SW13, 14, 15, 17, 18, 19, 20  
W3, 4, 5, 7, 13  
SM4  
CR4

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**Paragraph 43.4 of the Year 7 arrangements for entry 2023:**

**43.4.** Living nearest to the school is measured by the council using a standard method of measuring home to school distance in a straight line using the School Admissions' computerised geographical information system and data supplied by Ordnance Survey. The starting point of the measurement is a grid reference point for the property, which is supplied by Ordnance Survey. The end point is measured to the nearest school gate.