



Frequently Asked Questions about Year 7 admissions in September 2025

(updated Mar 24)

Where can I find the admissions policy?

[Click here](#) for the Admissions Arrangements for 2025. The Admissions Arrangements are the admissions policy. Please read it carefully.

Does the school have a catchment area?

Our catchment area is made up of an Inner Area and a Designated Area and children who live in these areas are given priority. Since it was introduced in September 2014 places have only been offered to those who live in our catchment area. Additionally, up to 60 of the 180 places can be offered to children who live in the Inner Area if they have scored higher than or equal to the 350th highest mark.

What is the Inner Area?

The Inner Area is made up of the following 13 electoral ward areas:

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.

Websites such as www.streetcheck.co.uk will tell you your ward area by using your postcode.

What is the Designated Area? This is made up of the following 44 local postal districts:

KT	TW	SW	W	SM	CR
1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 17, 19	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17	13, 14, 15, 17, 18, 19, 20	3, 4, 5, 7, 13	4	4

Kingston School Admissions (part of Kingston local authority) will measure your child's home to school distance using its computerised Geographical Information System. You must give your daughter's home address on your Application and this must be the address where your daughter is living permanently at the time of making the application. Evidence that it is her permanent home may be required by your local authority.

How are places allocated on 3 March 2025, National Offer Day?

Places are offered by your local authority in order of the school's selection criteria and parental preference on the local authority Application.

The school's admissions policy gives the highest priority to disadvantaged children: those who are looked after children or previously looked after children, and those in the catchment area who qualify for receipt of pupil premium or service premium funding. A 10% leeway will be applied to the test marks of these children.

How many students will gain a place in September 2025?

In September 2025 the intake for Year 7 will be 180. This is the PAN, or Published Admission Number, for this year group.

How will I know whether to put The Tiffin Girls' School on my daughter's Application?

We will let you know whether your daughter has been invited to the Stage Two Test after the Stage One Test (no results will be given.) If she has, and you want to apply for a place at The Tiffin Girls' School, you will need to put The Tiffin Girls' School as one of your preferences on your Application. Applications are managed by your local authority and are made online by going to www.eadmissions.org.uk (before 31 October 2024). For guidance, please read your local authority secondary school admissions brochure, available in the school admissions section of their website.

If your daughter is NOT invited to the Stage Two Test and you put The Tiffin Girls' School on your Application, your application to The Tiffin Girls' School will be ineligible but your other choices of school will not be affected.

Does it matter if I put another school above The Tiffin Girls' School in my list of schools on the Application form?

Yes, it is very important. You should put the schools in your true order of preference. Your order of preference is totally confidential to the local authority. No school will know it. If you put Tiffin Girls' first in order of preference and she meets the entrance criteria, she will be offered a place. Similarly, if you put a school above Tiffin Girls' and they are able to offer you a place, you will be offered that school regardless of how well your daughter does in the Tiffin tests. If we cannot offer your child a place because she has not met the entrance criteria, she will be offered a place at the next school for which she meets the entrance criteria.

What if my daughter has an Education Health and Care Plan (EHCP)?

If your daughter has an EHCP (formerly a 'Statement of Special Educational Needs'), there is a separate process to follow and you should speak first with your local authority which administers the process. Your daughter will still need to take the admission tests and you must register her for the tests through the online form, ensuring you provide us with information so we can adjust access arrangements if necessary. [LINK TO FURTHER GUIDANCE](#).

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 3 March 2025, National Offer Day. If you applied online, you will be able to view the outcome during the evening of 3 March 2025 on the eAdmissions website at www.eadmissions.org.uk. Your local authority will advise nearer the time.

Supplementary Information Form – registering for the stage one test

How do I register my daughter for the Stage One Test?

For a place at The Tiffin Girls' School in Year 7 September 2025 you must register your daughter to take the school's Stage One Test by completing our online supplementary information form (the 'SIF'). You will find the link on the admissions page of our website.

When can I register my daughter for the Stage One Test?

The registration is open from midday on Tuesday 4 June 2024 to 12.00 noon Monday 2 September 2024.

How do I register twin daughters?

You must register each child separately. Please use the same parental details when registering your twins, this avoids any confusion.

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

Please speak with your child's primary school who will be able to help answer this question.

What should I do if my child is outside the normal age range for admission?

Children joining Year 7 in September 2025 will normally have been born between 1 September 2013 and 31 August 2014 inclusive. Exceptionally, applications may be considered outside that age group according to the individual circumstances of the case; parents/carers should write to the admissions department at the school before registering for the tests. The school may consult with the child's current primary school and will consider the factors outlined in the government guidance for school admissions authorities [here](#) before making a decision.

When is the registration deadline?

You will not be able to register online after the deadline of 12.00 noon Monday 2 September 2024. We must also have received all supplementary paperwork (such as evidence of special needs or medical conditions, or eligibility for pupil premium or service premium) 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) within one school day of registering to say 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 and deleted folders before contacting the admissions office.

The tests

When are the admissions tests?

The Stage One Test is scheduled for Thursday 3 October and Friday 4 October 2024.

Any changes to these dates will be published on the school website.

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

When will you let me know about the arrangements for the day?

All details about the test day, including your arrival and collection time, will be emailed to the email address you registered with us approximately one week before the test day.

What are the stage one tests like?

The admission tests are in English and maths. The stage one English test will be a multiple-choice test. The stage one maths test will be made up of different question types: some may be multiple choice, some will require your daughter to record her numerical answer (see below).

All answers for both tests will be entered on an answer sheet that is marked by computer.

How does my daughter answer the stage one tests on her OMR answer sheet?

For the English paper, your daughter will choose her answer from some options. Below are two examples of how she would mark her answer:

Q1		Q2
<input type="radio"/> F	A line is drawn through the answer selected. It may go outside the red brackets but MUST NOT cross the outer blue line.	<input type="radio"/> L
<input type="radio"/> G		<input type="radio"/> M
<input checked="" type="radio"/> H		<input type="radio"/> N
<input type="radio"/> J		<input type="radio"/> O
<input type="radio"/> K		<input checked="" type="radio"/> P

The answer selected in the first example on the left is H, and P in the second example on the right.

For the maths paper, the answer may be a letter, as in the examples above. For other questions, your daughter will need to record her numerical answer. For these questions, the columns given represent hundreds, tens and single digits.

e.g. the answer is 7:

Q3
<input type="radio"/> 0
<input type="radio"/> 1
<input type="radio"/> 2
<input type="radio"/> 3
<input type="radio"/> 4
<input type="radio"/> 5
<input checked="" type="radio"/> 6
<input type="radio"/> 7
<input type="radio"/> 8
<input type="radio"/> 9

e.g. the answer is 9405:

Q4			
<input type="radio"/> 0	<input type="radio"/> 0	<input checked="" type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input checked="" type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input checked="" type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input checked="" type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

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

Q5			
0	0	:	0
1	1	:	1
2	2	:	2
3	3	:	3
4	4	:	4
5	5	:	5
6	6	:	6
7	7	:	7
8	8	:	8
9	9	:	9

In all answers, it is important that the drawn line stays within the intended column, but it does not matter if the drawn line crosses the red bracket around each number.

What are the stage two tests like?

The stage two tests are in English and maths. They require written answers and some questions on the English paper will require longer written answers. The papers are set and marked by the school.

Are there past papers available to practise?

We do not publish past papers. Papers change from year to year; changes typically include the number of questions on each paper, the time allocated to the papers, and the types of questions set. Each year's papers are new. There are many past 11+ papers from other selective schools and other sources freely available online. Although alternative test 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, The Tiffin Girls' School assumes that those sitting the tests will have completed the National Curriculum in English and Maths for Year 5 pupils when they sit the tests. Children do not need to have covered topics beyond this. However, the admissions tests will include some questions in unfamiliar formats that will test candidates' application skills and adaptability. The tests will identify children who enjoy and are adept at reading, writing, thinking creatively, working with numbers, and problem-solving.

Do all children need to sit the admission tests at The Tiffin Girls' 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 Test on or around Tuesday 15 October 2024. Please wait for the email.

Only if you **have** applied to The Tiffin Girls' School **and have not** achieved a place at The Tiffin Girls' School or a school that you listed as a higher preference on your application will you be sent your results on 4 March 2025, after National Offer Day.

We do not mark the Stage Two Test papers of those who **have not** applied to the school.

Do you make allowances for age?

For all tests, the raw marks are standardised and age-weighted.

If my daughter is invited to the Stage Two Test does it mean she will be offered a place at Tiffin Girls'?

No. An invitation to sit the Stage Two Test is not a guarantee your daughter will be offered a place at The Tiffin Girls' School. All those who sit the Stage Two Test and who have named the school on their application will be ranked on their 'Combined Mark'. Those in the designated area will be ranked by score above those who live outside it.

The Combined Mark will be made up of 60% English and 40% Maths. The English mark will come from the stage two test, and the Maths mark will come from the stage two test and the stage one test in a ratio of 3:1.

If your child is offered a place we will not provide a Combined Mark.

What if my daughter has special needs or special medical requirements I would like to be taken into account for the tests?

The online Supplementary Information Form asks you to provide details of any special needs or requirements your child may have. It is particularly important to tell us if your daughter has a disability, such as impaired sight or hearing, which may disadvantage her in the context of an examination.

It is also important to tell us if your daughter has been formally identified as dyslexic or as having dyspraxia and receives help at school, or has any other condition we ought to be aware of such as epilepsy, diabetes or ADHD. You will need to provide appropriate professional evidence and ask your daughter's primary school to complete an additional form well in advance of the tests, and by the deadline of 12.00 noon Monday 2 September 2024. Telling us will not disadvantage your child in any way. [LINK TO FURTHER GUIDANCE](#).

Can my daughter bring her medication (e.g. adrenalin auto injector, inhaler) with her to the tests?

Yes, your daughter can bring her usual medication with her on the day. It is important to provide details of her medical requirements on the Supplementary Information Form so that we can make sure the staff in the exam room are aware. If necessary, she can have her medication on her desk. You will need to send appropriate medical evidence (such as a prescription) before the SIF Deadline and preferably as soon as you register for the tests.

What should my child bring with them for the stage one tests?

- two ordinary HB pencils (not propelling)
- a rubber
- a pencil sharpener
- the candidate slip showing her individual details on the paper slip we will email to you
- a pack of tissues
- a small drink in a reusable plastic bottle (not a metal flask as these can be noisy in an exam room)
- a snack that does not contain nuts
- any medication

Because the second session is near lunchtime, we are also happy for second session candidates to eat a small packed lunch in their waiting area. They will need to take their own rubbish away with them, and recyclable containers are encouraged.

All information will be in the detailed instructions we email approximately one week before the test day.

What should my child wear on the test day?

Your child should wear comfortable clothes and a suitable coat, as there may be some queuing outside.

What if my daughter is not well enough or not fit to take the tests on the day?

Do not bring her to take the test. Email admissions@tiffingirls.org and then send us supporting proof for her absence which will enable us to make arrangements to test her another day.

What if my daughter becomes ill during the tests?

We will give your daughter time to recover, but she will have to complete the test she has started. If she is recovered and is well enough to sit the other paper, we will ask her if she wants to stay. If she does not want to stay or we assess that she should not stay, we will telephone you to collect her and make arrangements for her to sit the other paper another day.

What if my daughter wants to go to the toilet during the tests?

We offer lots of chances for children to use the toilets before each test. If her request is urgent, she will be allowed to go to the toilet during a paper but the test timing will NOT be adjusted for the time missed. Children will be discouraged from going to the toilet, unless it is urgent, if the paper is nearly ending. Do not give your daughter lots to drink in her break, a small drink is sufficient.

What happens when the children are waiting to start the tests?

If you arrive before the arrival time given in your detailed instructions, you will have to wait outside the school entrance and will not be allowed on site. Please remember there is no shelter, no toilet access and be prepared for possible wet or cold weather.

While we are getting everyone seated, children are encouraged to talk to others in the room. Everyone is offered several opportunities to go to the toilet.

We aim to run two testing sessions on the day to accommodate more comfortably the high number of children sitting the tests. What normally happens between the two testing sessions?

We need to ensure there is no confusion over departures and arrivals, so we will invite the second session candidates on site before the first session candidates come out of their exam rooms. The second session children will be taken to their waiting area and can chat to other children and go to the toilet while they are waiting. If they also wish to eat their small packed lunch while they are waiting, they can. As soon as the first session children have left, the second session children are moved to their exam room with all their belongings. It is only once they are in their exam room and everyone is ready to start that they have to be silent. It is important that all children are settled and as relaxed as possible so please make sure you arrive at the time given to you in your detailed instructions.

What time will the tests finish?

We can only confirm an approximate collection time because our priority is to ensure all children are settled and can do their best in the tests. If this means waiting while a small problem is sorted out, we do. Sometimes breaks can take longer than we plan – depending on how quickly we can ensure all children have had a chance to go to the toilet.

You will be asked to come to a specific collection gate and collection area. These will be confirmed in your detailed instructions; we will direct you to your collection area on arrival. Please wait until your daughter comes to you. Do not try to meet her elsewhere or walk towards her when she comes out. Please follow the instructions given to you by staff and sixth formers on the day for a safe and speedy departure. We ask that you do not bring your dog as space is limited and we cannot assume all dogs are equally well-socialised (guide dogs only will be granted access).

What happens if I am late collecting my daughter?

Please arrive at the time you are given. Initially your daughter will wait at the arranged collection point, supervised by staff and sixth formers. If you are very late, we will have moved to the main reception area. Office staff will phone you to ensure you are on your way.

What if I would like my daughter to make her own way home?

Children 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.

Where can I park?

The Tiffin Girls' School is on a busy road, and this will be coned off on the day. We encourage you to walk, cycle or use public transport instead. Bikes can be stored on site. There is a [Journey Planner](#) on the school website. If you decide to drive, please use only the public car parks in Kingston town centre not neighbouring roads. Please note neighbours will request direct parking enforcement if you park inconsiderately or obstruct their driveway. There is no parking at the school. DO NOT park at the school gates to drop off or pick up your child.

Please check in advance how to get to The Tiffin Girls' School (and NOT Tiffin School) to take the tests, allowing sufficient time for traffic and parking, preferably by doing a trial run at rush hour. Our post code is **KT2 5PL**.

I have lost my instructions

Details will be emailed approximately one week in advance, so check your email at that time, including your junk and deleted folders. The email address will be the one you used to register your child for the tests. If you are still not able to find them and do not have the information you need to bring your daughter at the right time on the right date, email the Admissions Office on admissions@tiffingirls.org.

These FAQs may be updated or amended. We encourage parents to check the school website for updates in relation to the admissions tests.