



FREQUENTLY ASKED QUESTIONS (FAQs)

Entry to Year 7 in September 2027

(updated Mar 26)

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Please read these FAQs alongside the key dates, Admissions Policy (2027) and the Summary Guidance documents on our school website.

General Process Information

Where can I find the admissions policy?

[Click here](#) for the Admissions Arrangements for 2027. The Admissions Arrangements are the school's admissions policy. This document can also be found in the Admissions section of [the school website](#). Please read it carefully.

Does the school have a catchment area?

The school has a specific catchment area that includes both an Inner Area and a Designated Area. This allows us to prioritise the allocation of places to children who live in these areas. Since its introduction in September 2014, this policy has resulted in offers being made only to residents of the catchment area. Of the 180 available places, up to 60 can be allocated to children from the Inner Area, specifically those achieving a mark equal to or higher than the 350th highest mark. This approach ensures there is a fair opportunity for children within the catchment area while also maintaining a standard of academic performance.

What is the Inner Area?

The Inner Area is made up of 13 surrounding electoral wards:

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.

For residents of Kingston or Richmond – to find out if you live in one of these wards based on your postcode, websites such as www.streetcheck.co.uk and the websites of Kingston or Richmond councils can be very helpful.

What is the Designated Area?

This is made up of 44 local postcode areas:

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

Please make sure that you confirm your daughter's home address on your local authority application form, which must reflect where she is living permanently. Your local authority may request evidence to

verify this address as part of their verification processes. While we will treat all postcodes within the Designated Area equally, please note that Kingston School Admissions will use their computerised Geographical Information System (GIS) and Ordnance Survey data to measure the distance from home to school. This distance will determine the last place offered if there are any tied scores.

If you have moved within the last 12 months or move home after submitting your application form, you will need to inform your local authority and follow their address verification procedures. Please do not contact Tiffin Girls' as we will be unable to help you.

How does the admissions process work?

The Tiffin Girls' School is a selective school for girls, with entry into Year 7 based on performance in a two-stage admissions process and our selection criteria. Parents must first register their child for the first stage of testing – the stage one test. Registration is completed through an online form, the supplementary information form (SIF), which is available on our school website. There is a firm deadline when this form will close. For Year 7 entry in September 2027, registration will open on Tuesday 2 June 2026, and will close at 12.00 noon on Tuesday 1 September 2026. While there is no limit to the number of children that may be registered, we ask that parents submit only one registration per child. After the stage one test, the highest-scoring children will be invited to sit the stage two test. Applicants who sit the stage two test will be ranked in order of their score and the selection criteria. Our admissions policy grants the highest priority to any child with a local authority Education Health and Care Plan (EHCP) specifically naming The Tiffin Girls' School, and to disadvantaged children. Disadvantaged children are those who are looked after or previously looked after children, and those in our catchment area who qualify for pupil premium or service premium funding. Disadvantaged children are also eligible to have a 10% leeway applied to their test score.

How will I know whether to name The Tiffin Girls' School on my application?

We will let you know if your child qualifies for the stage two test following the stage one test (stage one test scores will not be provided). If she does and you live within our catchment area, please make sure you enter The Tiffin Girls' School as one of your school choices on your local authority application. Your local authority will provide guidance on how to apply for secondary school places in the school admissions section of their website, including the importance of submitting your application before the 31 October 2026 deadline. Please read your local authority secondary school admissions brochure.

If your child is not invited to stage two, your application to The Tiffin Girls' School will become ineligible but this will not affect your other preferences. If you live outside the catchment area, your child will be ranked below all applicants who live within the catchment, regardless of their test score. Due to this policy, we recommend considering a school closer to home to improve your chances of admission.

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

Yes, it is very important. You should list the schools in your true order of preference. Your preferred school order is entirely confidential with the local authority. No school will know your school order. If you rank another school above Tiffin Girls' and they can offer your child a place, you will be offered that school as it is your preferred choice, regardless of how well she performs in our admission tests. Similarly, if you name The Tiffin Girls' School first in your school order but we cannot offer your child a place, she will be offered a place at the next school for which she meets the admission criteria.

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

If your child has an EHCP (formerly a 'Statement of Special Educational Needs'), there is a separate process to follow, and you should initially contact your local authority, which oversees this process. Your child will still need to take the admission tests, and you must register her for them using the same process as all other children via the online SIF, making sure to provide us with the necessary information so we can make access adjustments if needed. [LINK TO FURTHER GUIDANCE](#).

How many students will gain a place in September 2027?

In September 2027 the intake for Year 7 will be 180 children in six forms of 30 children each.

When will I receive an offer of a school place?

Your local authority will email an offer for a secondary school place after 5.00pm on 1 March 2027, National Offer Day. Online applicants can also view their outcome on the eAdmissions website at www.eadmissions.org.uk from 5.00pm on the same date. Further information on this process can be found in your local authority secondary school admissions brochure. Your local authority will start making additional offers at the end of March, subject to availability. Please note that if your child is offered a place at a lower preference school on National Offer Day because we are oversubscribed, she will automatically be placed on our waiting list providing she has met our admission criteria.

Supplementary Information Form – registering for the stage one test

How do I register my daughter for the stage one test?

You must complete the online supplementary information form (SIF) to register your child for the stage one test. Once the registration window is open, you will find the link to our SIF on the Year 7 admissions page of our school website.

When can I register my daughter for the stage one test?

The registration will be open from Tuesday 2 June 2026 to 12.00 noon Tuesday 1 September 2026. Please note that the closing date is a firm deadline and we are unable to accept any late registrations. This approach ensures fairness and transparency for all parents involved in our process. We will not be able to make any exceptions.

Please note 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 funding) by the closing date to register for the tests.

How do I register twin daughters?

You need to register each child separately. Please use the same parental details for both registrations to prevent any confusion. We will aim to test them in the same test session.

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

Please speak to your child's primary school, as they will be able to help you answer this question.

What should I do if my child is outside the normal age range for admission to Year 7?

Children joining Year 7 in September 2027 will be born between 1 September 2015 and 31 August 2016 inclusive. Exceptionally, applications may be considered outside this age range based on individual circumstances, and parents should write to the school's admissions office to explain these before registering for the tests. We 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.

How will I know if I have registered online successfully?

You will receive an automated email response within one school day confirming the form has been logged. This automated response will only go to the email address you use to register your child for the

tests. Please keep this email as proof of your registration. If you do not receive this email, please check your junk mail, spam and deleted items folders before contacting us. We ask that you do not submit duplicate registrations as we can only hold one entry per child. Only one parent should register their child on behalf of both parents. If you spot an error in the information you provided – which will be included in the automated response – please email admissions@tiffingirls.org so we can correct it for you.

What information and documents do I need to register for the stage one test?

You should find the questions in the SIF quite straightforward to answer, but please ensure that the information you provide is accurate before submitting your form. We will ask for your contact details, your child's information – full name, date of birth, current primary school, home address – and details of any medical conditions, special educational needs or disabilities, or pupil premium entitlement (funding for free school meals). You will also need to upload a recent photo. This should be a head-and-shoulders shot of your child, taken within the last three months, against a plain background very similar to a passport-style photo.

The tests

When are the admissions tests?

The stage one test will be held in four sessions over two days on Thursday 1 and Friday 2 October 2026. Please note the date will be allocated; we cannot accommodate requests for a specific date. Any changes to these test dates will be published on the school website. The stage two test will be held in November 2026 for those invited.

When can I expect to receive confirmation of the arrangements for the day?

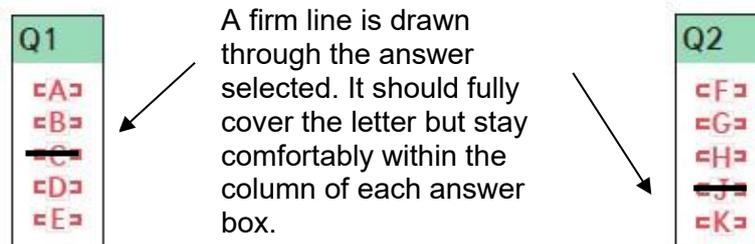
We will send all the details regarding the test day, including your arrival and collection times, to the email address you provided on registration. You can expect this information approximately one week before the test day. Please remember that the admissions office is closed during the summer holiday and we expect to be dealing with a large number of registrations on our return.

What is the stage one test like?

The stage one test comprises an English paper and a maths paper. The English test will be multiple-choice. The maths test will have different question types: some may be multiple choice, and others will require children to record a numerical answer (see below). All answers will be marked on an answer sheet called an OMR, which is marked by a computer. Each test will last less than 60 minutes, with a short break in between.

How does my daughter mark her answers on her OMR answer sheets?

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



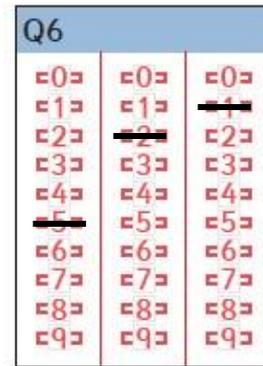
The answer selected in the first example on the left is C, and J in the second example on the right.

For the maths paper, the answer may be a letter, just like the English answer examples above. For other maths questions, your daughter will need to give her numerical answer. For these questions, the columns will represent single digits, 'tens', and 'hundreds'. Please look at the examples below.

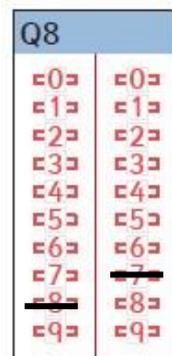
A single digit answer will have one column. In this example the answer is 7:



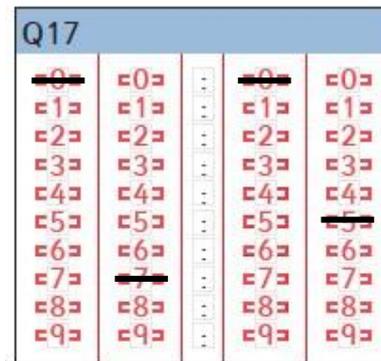
A three digit answer will have three columns. In this example the answer is 521 (a 'hundreds' answer):



A two digit answer will have two columns. In this example the answer is 87 (a 'tens' answer):



A question that requires the time as the answer will have four columns like a digital clock. In this example an answer of 5 minutes past 7 (07:05) would be given as:



In all answers, the drawn line must stay within the border of each number column, but it can cross the red brackets around each number, as shown in the examples.

What are the stage two tests like?

The stage two tests are in English and maths and are similar in length to the stage one tests. They require written answers and some questions on the English paper will need longer written answers. The English paper includes a reading comprehension task and a creative writing task. There will be answer booklets for the English tasks and an answer sheet for the maths test. All answers must be recorded in the answer booklets and on the answer sheet. No marks are given for calculations or workings out. The papers are set and marked by the school. Please note we do not offer Sporting or Music Aptitude Assessments, or any Sport or Music Aptitude places.

Are there past papers available to practise?

We do not publish our past papers. We make changes each year, often involving the number of questions, time limits, and question types. Each year's papers are new. There are many past 11+ papers from other selective schools and various online resources available for test familiarisation. While practising with alternative tests can be helpful preparation, we do not endorse any specific papers or providers, or run any mock tests of our own.

What topics will the admission 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. We do not expect children 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. Your child will be assigned a desk in one of our test rooms, as we do not offer the option to sit the tests at alternative locations. We have included examples at the end of this document that illustrate how some of our test rooms are typically set up.

When will I know the outcome of the tests?

We will send an email to share the outcome of the stage one test around Wednesday 14 October 2026. You will learn whether your child is invited to participate in the stage two test or if they will not be progressing further in our selection process. This information will help you decide whether to name The Tiffin Girls' School as one of your school choices on your local authority application. Please note that we will not provide specific test results.

For those whose children are held on our waiting list after National Offer Day, we will inform you of the stage two test results on 2 March 2027. Your child will be held on our waiting list if you have not received a higher preference offer or a place at The Tiffin Girls' School. However, should you have received an offer from a higher preference school or a place at this school on National Offer Day, your child will not be on the waiting list, and you will not receive their results. Please be aware that we do not mark the stage two test papers of children who have not applied for a place.

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 this 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, as we expect to receive many more applications than we have places available. 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 above those who live outside it.

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

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

The online registration form (SIF) will ask you to provide details of any special needs or requirements your child may have. It is particularly important to inform us if your daughter has a disability, such as impaired sight or hearing, which may disadvantage her in an examination.

It is also important to inform us if your daughter has been formally diagnosed with dyslexia or dyspraxia and receives support at school, or if she has other conditions we should be aware of, such as epilepsy, diabetes, or ADHD. You will need to provide appropriate professional evidence and ask your daughter's current school to complete an additional form well in advance of the tests, and by the deadline of 12.00 noon on Tuesday 1 September 2026. Providing information about your child's medical condition or special educational needs will not disadvantage her; we may be able to put in place measures to support her. [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 essential to include details of her medical requirements on the Supplementary Information Form so that the staff in the exam room are aware. If necessary, she may keep her medication on her desk during the tests. Please remember to submit the appropriate medical evidence, such as a prescription, before the SIF Deadline and ideally as soon as you register for the tests.

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

- two ordinary HB pencils (not propelling)
- a rubber
- a pencil sharpener
- a printout of the information slip showing her individual arrangements (including her desk number), we will email it 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 if unintentionally knocked over)
- a nut-free snack
- any medication

Please do not send your child with a ruler as these will not be allowed during any tests. Additionally, we ask that your child uses a standard HB pencil instead of a propelling (or 'clicky') pencil for the stage one tests. Answers must be marked clearly on the answer sheet as demonstrated above. Your child may wish to practise marking an answer choice in ordinary HB pencil, for example, in the sample answer boxes below if this technique is unfamiliar to her.

If your child regularly uses a highlighter pen to keep their place on a question paper, they may use one in our tests. However, please note that it should not be used on the answer sheet itself. We advise bringing a highlighter pen only if it matches your child's usual test-taking techniques, as the answer sheet must remain free of any doodles or marks to ensure accurate scanning by the computer.

Please note that no watches are permitted. Timings for the tests will be taken from the digital clock in the exam room, which is clearly visible to all candidates.

Additionally, a smart device or mobile phone is not permitted and will be collected before the tests. Please inform the admissions office via the test registration form (SIF) if your child has diabetes and uses a phone app for medical reasons to monitor their condition.

Because the second session is near lunchtime, we are happy for second session candidates to eat their own 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 email we send approximately one week before the test day.

Sample answer boxes to practise marking an answer choice in HB pencil. Just like the examples above, make sure your answer stays inside the border of each vertical column and you mark your answer firmly:

Q1
A
B
C
D
E

Q22
0
1
2
3
4
5
6
7
8
9

Q6		
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

Q8	
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Q17				
0	0	:	0	0
1	1	:	1	1
2	2	:	2	2
3	3	:	3	3
4	4	:	4	4
5	5	:	5	5
6	6	:	6	6
7	7	:	7	7
8	8	:	8	8
9	9	:	9	9

What should my child wear on the test day?

Your child should wear comfortable clothes. Some children prefer to wear their school uniform, while others choose to wear casual clothes from home. Your child will also need a coat as there may be a short waiting time outside and please bear in mind it may be raining.

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

If your child is unwell on the day or not in a suitable condition to take the tests, please do not bring her. Please email us at admissions@tiffingirls.org on the day and provide any necessary documentation to support her medical condition or other valid reason for absence, such as a very recent bereavement in the family. This will enable us to organise an alternative testing day for her.

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 as this may not be continued on an alternative day. If she recovers and is well enough to sit the next 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 arrange for her to sit the other paper another day.

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

We provide lots of opportunities for children to use the toilets before each test. If their request is urgent, they will be taken to the toilet during the test 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, especially if the test is nearly finished. Please do not give your child lots to drink in her break, as a small drink is sufficient.

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

If you arrive very early, you will be asked to wait outside the school entrance as access to the site will not be permitted until the time indicated in your detailed instructions. Please be aware that there are no available shelters or toilet facilities, and be prepared for possible wet or chilly weather.

While we are getting everyone seated, children are encouraged to talk quietly amongst themselves in the room. We provide several opportunities for everyone to be taken to the toilet during this time.

What normally happens between the two testing sessions you hold on each day?

We aim to run two testing sessions on each day to accommodate more comfortably the high number of children sitting the tests. To ensure a smooth transition between the two exam sessions and avoid any confusion over arrivals and departures, we operate a one-way system for the children. The second session candidates will be invited on site before the first session candidates leave. When they arrive, they will be taken to an inside waiting area where they can visit the toilet, chat with other children if they wish to, and eat their small packed lunch. Once the first session candidates have been dismissed, the second session children will be taken directly to their exam room with their belongings. Once they are settled into the room and we are ready to begin, they will be asked to be silent. To help us promote a calm and relaxed environment for the children, we kindly ask that you arrive promptly at the time specified in your detailed instructions.

What time will the tests finish?

Our aim is to ensure a successful exam experience for everyone involved. If this means waiting before the tests begin to resolve a minor issue, we do. Breaks can also sometimes take longer than anticipated, depending on how quickly we can ensure all children have had a chance to visit the toilet. Your detailed instructions will specify a collection time and a collection gate, from where we will guide you to your collection area. We kindly ask you to remain in your collection area until your child approaches you. Please do not walk towards her to greet her; this ensures everyone's safety and minimises confusion. Staff and sixth formers will give you further instructions on the day. Additionally,

we ask that you not bring your dog, as space is limited and we cannot guarantee that all pets will get along. Guide dogs only will be granted access.

What happens if I am late collecting my daughter?

We ask that you arrive at the time given in your detailed instructions. Initially your child will be waiting for you at the arranged collection point, where she will be supervised by staff and sixth form students. If they have been waiting a significant time, the group will move inside to the main reception area. We will then phone you to confirm you are nearby. A smooth pick-up process is an important end to the day for everyone, so we do ask for your cooperation in arriving on time.

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

Children are not permitted to make their own way home unaccompanied unless they can show a member of staff a letter from their parent giving them this permission.

Where can I park?

We strongly urge you to consider eco-friendly travel alternatives such as walking, cycling, or using public transport; on-site facilities for children's bike storage are available. For drivers, we recommend parking in the public car parks in Kingston town centre and walking the short distance instead of parking in surrounding roads. A [Journey Planner](#) is available on the school website. Parking next to the school can inconvenience local residents, and inconsiderate or illegal parking may result in enforcement action. We appreciate your cooperation in maintaining a positive relationship within our community. We suggest planning your route to The Tiffin Girls' School KT2 5PL (not Tiffin School) and possibly doing a practice run during rush hour to ensure enough time for town centre parking and walking from there if intending to drive. Please note that on the test day, there are no on-site parking facilities. The road outside the school will be coned off to prevent drop-off or pick-up by the school gates or along the main road. Blue badge holders should contact the admissions office by email once they receive their detailed instructions about the test day.

I have lost my instructions

Your detailed instructions will be emailed to you approximately one week in advance of the test day. Please check your email at that time; the email address will be the one you used to register your child for the tests. If you cannot find them in your inbox, please check your junk and deleted folders as well. If, after this, you are still not able to find them and do not have the information you need to bring your child at the right time on the right date, email the Admissions Office at admissions@tiffingirls.org.

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

Images to indicate how test rooms are set up:

