



The Tiffin Girls' School

Determined Admissions Arrangements

**For entry to Years 8 to 11
(In Year Admissions)
for the academic year 2026 to 2027**

7. ADMISSIONS AUTHORITY

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

8. OVERVIEW

- 8.1** 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.
- 8.2** If an application for entry to Years 8 to 11 between September 2026 and July 2027 is made by someone who either achieved the cut-off score or higher in the Year 7 admission tests, or were of the required standard in a previous In Year admission test, 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.
- 8.3** 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.

9. LOOKED AFTER CHILDREN AND/OR GIRLS WHO QUALIFY FOR RECEIPT OF PUPIL PREMIUM FUNDING

- 9.1** A 10% leeway will be applied to the marks of any applicant who qualifies for receipt of Pupil Premium Funding and lives in the Designated Area (including the Inner Area), and any applicant who is a Looked After Child or Previously Looked After Child, as follows:
- 9.1.1** Any applicant whose overall Maths mark is within 10% of the required standard for the Maths test will be deemed to have reached the required standard for the Maths test.
- 9.1.2** For the English test, any applicant whose mark is within 10% of the required standard for the reading section of the English test will be deemed to have reached the required standard for that section of the English test. No leeway will be applied to the mark for the writing element of the English test.
- 9.1.3** The leeway will only be applied to any applicant once, even if that child is both Pupil Premium and Looked After. The school will not alter any applicant's individual marks.
- 9.1.4** Applicants will be considered under paragraph 9.1 only if they provide documentary evidence of their status of eligibility from the issuing court, their current school or local authority. It is the parents'/carers' responsibility to ensure this documentary evidence is provided and this must be received by the School before the scheduled test day.
- 9.1.5** If documentary evidence is received on or after the scheduled test date, the applicant will not be eligible for the leeway to be applied to their test marks. This will not affect the applicant's ability to defer the scheduled test date, for example due to illness.

10. THE IN YEAR SELECTION TEST PROCEDURE

- 10.1** For an applicant to be of the required standard for the relevant year group, they must pass both the Maths and English test for entry to that year group, and achieve the required standard or above in the reading section of the English test. Applicants must reach the required standard in the English test overall to be deemed to be of the required standard in English.
- 10.2** 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.
- 10.3** 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 10.4.
- 10.4** 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:
 - 10.4.1** Currently Looked After Children and previously Looked After Children (as defined in the Glossary), then
 - 10.4.2** 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), then
 - 10.4.3** Girls whose permanent place of residence is within the Inner Area, then
 - 10.4.4** Girls whose permanent place of residence is within the Designated Area of the School, then
 - 10.4.5** Girls whose permanent place of residence is outside the Designated Area of the School.
- 10.5** In the event of a tied score, the place will be offered to the girl who lives nearest the School within each category (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 5.2.4 of the Year 7 arrangements for entry 2026.)
- 10.6** 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.
- 10.7** Each waiting list will be disbanded at the end of the 2026-27 academic year. Applicants who are on the waiting list on the date it is disbanded are eligible to reapply the following year (i.e. by completing an in-year application no sooner than June 2027).

11. THE IN YEAR APPLICATION PROCEDURE

- 11.1** 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.

- 11.2** Following recording and verification, Kingston Local Authority will share the application with the School, and applicants will be required to complete the online School In Year Supplementary Information Form (SIF) in order to be invited in for testing.
- 11.3** 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.]
- 11.4** 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.
- 11.5** If an applicant lives outside the borough, Kingston LA will inform the Home LA if the application is unsuccessful and the child is not in education. Kingston LA will not provide information on successful in-year applications.
- 11.6** There are separate processes to be followed for naming a school on an Education Health and Care Plan (EHCP) and you should speak with your Local Authority who administers the process. A child with an EHCP will need to sit the In Year selection test to determine their academic ability for an In Year place.

12. IN YEAR APPLICATIONS FOR CHILDREN OUTSIDE THEIR NORMAL AGE GROUP (OUT OF YEAR APPLICATIONS)

- 12.1** In general, in year applicants are only considered for entry to the year group appropriate to their date of birth (their chronological age group). In line with the view of the Department for Education, it is the school's view that children should be educated in their chronological age group, and that they should only be educated out of their chronological age group in limited circumstances. Requests for admission outside of the chronological age group will be considered, and subject to receipt of appropriate written professional evidence including from the child's Headteacher and taking the best interests of the child into account. Parents should write to the admissions department specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted to. Parents are encouraged to provide all relevant information and professional evidence to support the school in making their decision.
- 12.2** The selection test that the child will be invited to sit will be determined by the school, following completion of the process set out in paragraph 12.1, and will be the year group selection test relevant to the year group for which the child is being considered.
- 12.3** Kingston Local Authority will process the application according to the child's chronological age group. If the school confirms to Kingston Local Authority that there is an agreement to test the child outside of the normal age group following completion of the process set out in paragraph 12.1, Kingston Local Authority will transfer the child's application to the adopted year group's unranked waiting list.
- 12.4** If there is an agreement to test the child outside of the normal age group and following completion of the in year tests for the adopted year group:
 - 12.4.1** If the selection test indicates that the child is of the required standard and a place is available in the adopted year group, the applicant will be offered a place in rank order of the criteria in paragraph 10.4.
 - 12.4.2** If the selection test indicates that the child is of the required standard but a place in the adopted year group is not available, the applicant will be placed on a waiting list for the adopted year group, see paragraph 10.6.

- 12.4.3** If the selection test indicates that the child is not of the required standard for the adopted year group, their application will be unsuccessful, see paragraph 10.2

13. APPEALS

- 13.1** Parents/carers of In Year applicants who are not offered a place will be notified of the appeals process.
- 13.2** If there is an agreement to accept an In Year application for a child outside of their normal age group, parents will have a statutory right to appeal against the refusal of a place in the adopted year group. Parents do not have the right to insist that their child is educated in a particular year group, and therefore there is no statutory right of appeal if a child is offered a place but it is not in their preferred year group.

GLOSSARY

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 local authority] 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 and In Year 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 (Year 7 entry), or prior to the scheduled test day (In Year entry), 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 (see paragraph 2.10.6 or 9.1.4).

Note: Applicants for admissions to the Sixth Form (i.e. those applying to join the School in Year 12) do not need to live in the Designated Area for pupil premium or service premium consideration under the sixth form over subscription criteria (see paragraphs 15.6 and 18.3).

Supplementary Information Form (SIF) Deadline: the date and time by which the online registration for the Stage One Test (Year 7 entry) must be received by the School, or the date and time by which the online registration for the In Year test (In Year entry) must be received by the School.

Permanent Place of Residence: the home address where the girl is living permanently and the address where your family habitually lives.

The Royal Borough of Kingston upon Thames is committed to following strict address verification procedures to ensure that places are offered correctly, in line with its child's home address policy. The Royal Borough of Kingston upon Thames' school admissions team will make a decision as to whether to accept an address for admission purposes in accordance with their address verification protocol as set out on the [Policies and reports page](#) of the Achieving for Children website. This applies to all applications and should be read in its entirety. The School may also check the authenticity of the address stated.

To accept the address provided on your child's application, the local authority school admissions team must be satisfied that this is the address where you and your child are habitually resident at the time of applying, and where they will continue to live physically from the time of application to the point at which they start school. It is your responsibility to inform the local authority school admissions team of any change to your child's circumstances. If you intend to move before starting school, you must follow the process for moving home set out in their child home address policy.

An offer for the School, if made, is based on the information you provide in your application, with the understanding that this is the address you and your child will continue to live at. If the principal address for your child changes after the allocation of places has been made, the school admissions team will reassess your offer based on the new address information and your individual circumstances. This reassessment will be applied to all address changes that occur during the application period and if so determined, could lead to the withdrawal of your offer.

Inner Area: The School's Inner Area comprises the following 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

Designated Area: The School's Designated Area comprises the following postal districts:

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