The Tiffin Girls' School

Proposed Admissions Arrangements

For entry in the Academic Year 2028 – 2029

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Entry to Year 7 for September 2028

Sections 1 to 6 relate to Year 7 Admissions only

Parents/Carers are directed to the Glossary and Appendix A

Entry to The Tiffin Girls' School

The Tiffin Girls' 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 while their child is in Year 5. For entry to Sixth Form, students must meet the Sixth Form entry requirements for the year that they will be moving into Year 12.

The dates in paragraphs 3.3, 3.6, 3.10, 3.11 and 3.13 may be subject to change in the event of unforeseen circumstances that result in major disruption (e.g. a pandemic). Should a change in dates become necessary, the revised dates will be published on the school's website when known.

1. ADMISSIONS AUTHORITY

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

2. GENERAL POLICY

2.1 This policy is written in accordance with the Department for Education School Admissions Code and should be read in conjunction with the School's policies for Equality, Data Protection and Special Educational Needs or Disabilities.

2.2 Personal data received in respect of the admissions process that runs from registration for the admissions tests to the end of the first term after the child starts school, associated paperwork and online data will be held by the School in compliance with the Data Protection Act 2018 and will be deleted in line with the School's records retention scheme. Please see the Privacy notices on the school's website for further information.

2.3 The School is a selective school for girls and places will be offered to girls on the basis of ability.

2.4 Admission to the School will be determined by performance in the School's admission tests which are normally held in the autumn term prior to admission.

2.5 The School's Published Admission Number (PAN) into Year 7 for September 2028 is 180.

2.6 The School is part of the Pan London Co-ordinated Admissions Scheme. In order to make an application to the School, parents/carers must name The Tiffin Girls' School on their home local authority application form for secondary school (the application).

2.7 Age of Girl

2.7.1 Applications for Year 7 entry in September 2028 will normally be from parents/carers of girls born between 1 September 2016 and 31 August 2017 inclusive. Exceptionally, an application may be considered outside that age group according to the individual circumstances, subject to there being appropriate written professional evidence including from the relevant primary school and Local Authority (if provided) that this would be in the girl's best interests. Parents/carers of these girls should write to the Admissions Department at the School before registering for the test.

2.7.2 Girls can only sit any part of the School's test procedure once and will not be eligible to sit the test again.

2.8 Waiting Lists

2.8.1 The waiting list will be held in the order of paragraph 5.1.3 of the Selection Criteria and will automatically consist of the names of children who did not receive a higher preference offer. If there are several girls on the same score, then they will be placed in rank order of nearest distance to the School as defined in the Selection Criteria.

2.8.2 The waiting list will be maintained from 1 March 2028 until the last day of the School's 2028-29 academic year. During this period, if the admission number for Year 7 falls below 180, an offer will be made to the next girl on the waiting list.

2.8.3 The names of girls who have sat the tests but who have been offered a higher preference school will not be placed on the waiting list. However, parents/carers of any such girl can request that her name is added to the waiting list in which case her name will be added as determined by the School's Selection Criteria. The addition of each such girl will require the list to be ranked again in line with the Selection Criteria.

2.8.4 The combined mark of the girl in the year group with the lowest score offered a place under paragraph 5.1.3 will be deemed to be the 'cut-off score' for that year group at the end of the 2028-29 academic year.

2.8.5 Girls who sat the test and achieved the cut-off score or higher will be eligible to reapply for Years 8 to 11, the process of which is described in the In Year Admissions section 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.

2.8.6 The address to be used for the waiting list after the initial allocation of places will be the girl's permanent place of residence. Parents/carers have a responsibility to notify the School and their home local authority of a change of address. If you intend to move during the admissions process you must follow the process for moving home as set out by the local authority (see Permanent Place of Residence paragraphs).

2.9 Late Applications

2.9.1 Applications after the local authority deadline but before the first day of the Autumn term 2028 must be made via the home Local Authority of the girl'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.

2.9.2 Applications on or after the first day of the Autumn term 2028 must be made via Kingston Local Authority as an in-year application.

2.9.3 Applications made under 2.9.1 and 2.9.2 will be considered after all the on-time applications are processed (see paragraph 3.5).

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2.10 Looked After Children and/or girls who qualify for receipt of Pupil Premium Funding

2.10.1 A 10% leeway will be applied to the standardised Stage One mark of girls who are currently or who were previously Looked After Children. A 10% leeway will be applied to the standardised mark of girls who qualify for receipt of Pupil Premium Funding (as defined in the Glossary) and live in the Designated Area (incorporating the Inner Area) on the closing date to register for the Stage One Test (the 'SIF Deadline'). The leeway will only be applied once, even if the girl is both Pupil Premium and Looked After.

2.10.2 If invited to sit the Stage Two Test, a 10% leeway will be applied to the standardised Stage Two mark of girls who are currently or who were previously Looked After Children. If invited to sit the Stage Two Test, a 10% leeway will be applied to the standardised Stage Two mark of girls who qualify for receipt of Pupil Premium Funding and live in the Designated Area (incorporating the Inner Area) on the closing date to register for the Stage One Test (the 'SIF Deadline'). The leeway will only be applied once, even if the girl is both Pupil Premium and Looked After.

2.10.3 At Stage One, the School will calculate 10% of the lowest mark at which girls have been eligible to progress to Stage Two. This will be the leeway. This will be subtracted from that lowest mark, and any girl who falls within the range of the 10% leeway and who is eligible under paragraph 2.10.1 will be invited to sit the Stage Two Test.

2.10.4 At Stage Two, the School will calculate 10% of the 350th highest mark. This will be the leeway. This will be subtracted from the 350th highest mark, and any girl who falls within the range of the 10% leeway and who is eligible under paragraph 2.10.2 will be prioritised under paragraphs 5.1.2.2 and 5.1.2.3.

2.10.5 The School will not alter any girl's individual marks.

2.10.6 Candidates will be considered for a Looked After Children place under paragraph 5.1.2.1 only if they provide documentary evidence of their eligibility from the issuing court, their current school or local authority. Candidates will be considered for a Pupil Premium place under paragraph 5.1.2.3 only if they live in the Designated Area (incorporating the Inner Area) and provide documentary evidence of their eligibility from 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 by the deadline to register for the Stage One Test (the 'SIF Deadline').

2.10.7 If documentary evidence is provided after the SIF Deadline, the girl will not be eligible for 10% leeway to be applied to her Stage One Test mark. If documentary evidence is provided after the SIF Deadline but before the Stage Two Test day, the girl will be eligible to have 10% leeway applied to her Stage Two Test mark if invited to the Stage Two Test. If no appropriate documentary evidence is received, or is only received after the Stage Two Test day, the girl will not be eligible for the 10% leeway to be applied to her Stage Two Test mark.

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3. THE SCHOOL'S TEST PROCEDURE

3.1 The School operates a two stage test procedure.

3.2 To register for the Stage One Test a valid online Supplementary Information Form (SIF) must be submitted by the SIF Deadline. See Appendix A for more information about the SIF.

3.3 Access to the online SIF is available via the School's website during the second half of the summer term. The deadline for the School receiving the SIF is 12 noon on [date to be confirmed] 2027 (the SIF Deadline). SIFs received after the SIF Deadline will not be accepted and the girl will not be able to take the Stage One Test.

3.4 The SIF is a registration to sit the Stage One Test and is not an application for a place at the School.

3.5 Any candidate who does not take the test may apply on their local authority application. However, these applicants will be placed below those who have done so. If places continue to be available after the normal allocation, and if there are no Valid Applications, the School will administer a further test.

3.6 The Stage One Test will be held on [dates to be confirmed] 2027.

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

3.8 The Stage One Test will determine invitation to sit the Stage Two Test.

3.9 The School will determine the number of girls to be invited to the Stage Two Test, being a number that is at least sufficient to meet the PAN of the School after completion of the admissions process.

3.10 Invitations to sit the Stage Two Test will be sent on or around [date 2027].

3.11 Candidates who are not being invited to sit the Stage Two Test will be notified of this by the School on or around [date 2027]. Candidates who are not invited to sit the Stage Two Test will not be eligible for a place at the School.

3.12 The information in paragraphs 3.10 and 3.11 is provided in order to enable parents/carers to make an informed choice of schools when completing their local authority Application prior to 31 October 2025.

3.13 The Stage Two Test will be written tests in English and Maths and will be held in November 2027 (the exact date will be published on the school website when known).

3.14 Admission to The Tiffin Girls' 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 mark within the appropriate category of selection criteria.

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4. VALID APPLICATIONS

4.1 In summary, for an Application to be considered by the School, the following four conditions must be met:

4.1.1 A registration for the girl to take the Stage One Test must be made by completing the online SIF by the SIF Deadline, and

4.1.2 After sitting the Stage One Test, the girl must be invited by the School to sit the Stage Two Test, and

4.1.3 The School must be named on their local authority Application, and

4.1.4 The girl must attend the Stage Two Test as specified.

5. THE SCHOOL'S SELECTION CRITERIA

5.1 Places will be allocated as follows:

5.1.1 To a girl who has an Education Health and Care Plan (EHCP) which names The Tiffin Girls' School specifically on the EHCP (for guidance: there are separate processes to be followed for naming a school on an EHCP and you should speak first with your Local Authority who administers the process. Girls with an EHCP will need to have demonstrated their academic ability through the School's test procedure, see Section 3 above).

5.1.2 Places will then be allocated on the basis of selection by ability as demonstrated in the School's test procedure in rank order of the combined mark within the appropriate category listed below and in the following priority order:

5.1.2.1 Currently Looked after Children and Previously Looked After Children whose combined mark is higher than or equal to the 350th ranked mark of all applicants who sat the Stage Two Test.

5.1.2.2 Up to 60 girls whose combined mark is higher than or equal to the 350th ranked mark of all applicants who sat the Stage Two Test in the following order of priority:

i) 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 on the closing date to register for the Stage One Test (the 'SIF Deadline') then

ii) Girls whose permanent place of residence is within the Inner Area.

5.1.2.3 In the event of there being more than 60 girls who are eligible under paragraph 5.1.2.2 and there is a tied-score to fill the 60th place, the place will be offered to the girl who lives nearest to the School (as measured in paragraph 5.2.4). If more than one girl is on the 60th score and all live the same distance from the school as measured in paragraph 5.2.4, the place will be allocated by random selection and this process will be independently verified.

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5.1.3 The remaining places after the initial allocation under paragraph 5.1.2 on 1 March 2026 will all be allocated from applicants who sat the Stage Two Test in rank order of the combined mark in the following order of priority:

5.1.3.1 Girls whose permanent place of residence is within the Designated Area of the School and then

5.1.3.2 Girls whose permanent place of residence is outside the Designated Area of the School

5.2 In the event of a tied score to fill the 180th place, the place will be offered to the girl who lives nearest to the School. Distance will be

5.2.1 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.

5.2.2 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.

5.2.3 5.2.3 If more than one girl is on the 180th score and all live the same distance from the School, the place will be allocated by random selection and this process will be independently verified.

5.3 The Inner Area

5.3.1 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

5.4 The Designated Area

5.4.1 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

5.5 Permanent Place of Residence (to be used on the application)

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Your home local authority is committed to following strict address verification procedures to ensure that places are offered correctly, in line with its child's home address policy. For residents of the Royal Borough of Kingston upon Thames, the 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 in the Policies and reports page of the Achieving for Children website. This applies to all applications and must be read in its entirety.

Applications from residents in another local authority will be processed by their own home local authority school admissions team, and out-of-borough residents will need to follow their own home borough's child's home address policy and procedures. The School may also check the authenticity of the address stated.

5.5.1 To accept the address provided on your child's application, your 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 your local authority school admissions team of any change to your child's circumstances. If you intend to move before September 2028, 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.

5.5.2 If you intend to move to another local authority, it is your responsibility to research the school admissions policy for the new local authority area you are moving to so that you understand their address verification policy and the supporting documents required. Once the new local authority school admissions team has confirmed they accept your address in their area, your application will be transferred from your previous local authority to your new local authority for them to coordinate.

6. APPEALS

6.1 Parents/carers of girls who are not offered a place will be notified of the appeals process by their local authority on National Offer Day in March.

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APPENDIX A - ADVICE

Supplementary Information Form (SIF) For entry to Year 7 – registering for the Stage One Test

Please note, if you do not live in the Designated Area, you should consider very carefully if you should register your daughter for the Stage One Test and make an application for a place at The Tiffin Girls' School on your home local authority application. Since the Designated Area was first introduced in September 2014, all Year 7 places have only been offered to girls living within that area of specific postal districts (see paragraph 5.4.1). It is anticipated that the School will continue to be heavily oversubscribed and all places will continue to be offered and accepted by girls who live in the Designated Area.

The Supplementary Information Form (SIF) will be available via The Tiffin Girls' School website during June, July and August 2027. Early registration is encouraged.

The SIF is an online registration form for the Stage One Test. Complete all the details carefully and accurately, taking particular care with your email address (which is used for all communication) and the photo of your daughter (which must be a recent headshot that clearly identifies her) before you submit it.

An automated reply will confirm receipt of your details. You must check the SIF to ensure the information is correct.

Parents/carers of girls with Special Educational Needs or serious medical conditions must also send The Tiffin Girls' School any relevant paperwork/documentation regarding those conditions and this must be received by the SIF Deadline for appropriate adjustments to be put in place.

Parents/carers of girls who are Looked After, Previously Looked After Children or children who qualify for receipt of Pupil Premium funding (as defined in the Glossary) must send The Tiffin Girls' School documentary evidence of their eligibility from the issuing court, their current school or local authority as appropriate (see paragraph 2.10.6.)

All paperwork MUST be received by the SIF Deadline.

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APPENDIX A: DRAFT STUDENT INFORMATION FORM (SIF)

PARENT/GUARDIAN/CARER DETAILS

Parent's title *
Parent's first name *
Parent's last name *
Parent's email address *
Home telephone number
Mobile telephone number *
What is your relationship to the girl being registered? *

GIRL'S DETAILS

Girl's legal first name *
Girl's legal middle name(s)
Girl's legal last name *
Girl's Date of Birth
Girl's Address
Home Local Authority of girl's address *
Electoral Ward of girl's address *
Name of the school your daughter currently attends *
Postcode of the school your daughter currently attends *
Does your child qualify for Pupil Premium funding or has she ever qualified for Pupil Premium funding? *
Daughter's photo *

CHILD WITH SPECIAL EDUCATIONAL NEEDS, OR A DISABILITY IN RELATION TO MOBILITY

Does your daughter have special educational needs, or a disability in relation to mobility? *

ADDITIONAL INFORMATION - MEDICAL CONDITION

Does your daughter have any medical conditions we should be aware of on the test days? *

DECLARATION AND SIGNATURE

Signature

Entry to Years 8 to 11 (In Year Admissions) for September 2028 to July 2029

Sections 7 to 13 relate to In Year Admissions (Years 8 to 11) only

Parents/Carers are directed to the Glossary

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 2028 and July 2029 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.

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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.

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 2028-29 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 2029).

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.

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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.

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Entry to the Sixth Form for September 2028

Sections 14 to 19 relate to Sixth Form Admissions only

Parents/Carers are directed to the Glossary

14. ADMISSIONS AUTHORITY

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

15. OVERVIEW

15.1 Usually, only girls born between 1 September 2011 and 31 August 2012 can apply for entry to the Sixth Form in September 2028. Applications for girls outside that age group will be considered according to the individual circumstances of the case; parents/carers should write to The Sixth Form Admissions Office at The Tiffin Girls' School.

15.2 The minimum qualification for entry into the Sixth Form at the School is 8 full course GCSE passes. The 8 passes must include English, Mathematics and a science at GCSE. Four of the passes must be at grade 7 or above and another four must be at grade 6 or above. The provisions of paragraphs 16.2, 17.3 and 17.4 also apply. For iGCSEs graded A* to G, grade A is equivalent to a 7 and A* is equivalent to an 8 or 9.

15.3 A minimum of 20 places will be offered to external applicants. Final numbers will vary depending on combination of courses, availability of spaces and the number of Year 11 students from The Tiffin Girls' School who move into the Sixth Form.

15.4 The entry criteria for external applicants are the same as for students already in the School. Applications from internal applicants will be considered first.

15.5 Each application (both internal and external) will be judged using GCSE or IGCSE results.

15.6 There is no Designated Area for entry to the Sixth Form (unlike for entry to Year 7).

16. ADMISSIONS PROCEDURE

16.1 Any student thinking of applying to join the School's Sixth Form should attend the Sixth Form Open Evening, the date of which will be published on the school website. An information booklet and our Sixth Form Prospectus will be loaded on to the school website immediately after the Sixth Form Open Evening.

16.2 External applicants must bring in their original results sheet from their school between 9.00am and 4.00pm on GCSE results day in August 2028 to make their application. There are no advanced applications and there is no application form to complete until GCSE results day. If there are exceptional circumstances on GCSE results day itself that would prevent an applicant or their representative from reaching the school by the stated cutoff time, applicants must contact us via sfadmissions@tiffingirls.org immediately on results day before the cutoff time is reached with full details of the issue, and the school will assess whether an extension to the cutoff time can be justified. This cannot be applied retrospectively.

16.3 By this end date all applications will be ranked by average point score of each student's full course GCSEs and places will be offered in accordance with our Admissions Criteria. After this date, external applicants may still contact the school via

sfadmissions@tiffingirls.org to make an application and this will be classed as a 'late' application. All late applications received after the deadline will be considered after all the on-time applications are processed. Unsuccessful applicants and their parents/carers have the right of appeal.

16.4 The school is unable to provide individual feedback on applications or information on rank or status of applications.

16.5 All applicants will be contacted by the school with the outcome of their application.

16.6 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. An applicant with an EHCP will need to meet the same entry criteria as all other applicants.

17. MINIMUM ENTRY CRITERIA FOR SPECIFIC SUBJECTS AND ACCEPTANCE ON TO A CHOSEN COURSE OR COMBINATION OF COURSES

17.1 Note that all of the following criteria apply to students already in Year 11 at The Tiffin Girls' School as well as to external applicants.

17.2 The following criteria in paragraphs 17.3 and 17.4 are minimum entry requirements. Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses.

17.3 Students must have achieved at least a grade 7 in the subjects they wish to study at A Level. For English, at least a grade 7 in English Literature GCSE is required. For those subjects not offered or not studied at GCSE, each has a specified GCSE entry qualification:

17.3.1 for Economics: at least a grade 7 in Mathematics GCSE and at least a grade 7 in either English Language GCSE or English Literature GCSE.

17.3.2 for Religious Studies: at least a grade 7 in Religious Studies GCSE or at least a grade 7 in either English Language GCSE or English Literature GCSE if RS has not been studied at GCSE.

17.3.3 for Mathematics Route 2: a GCSE grade 9 in Mathematics, a grade 8 or 9 in Physics GCSE and four grade 8 or 9 GCSEs overall.

17.3.4 for Drama and Theatre: at least a grade 7 in Drama GCSE, or grade 7 or above in either English Language or English Literature if Drama has not been studied at GSCE.

17.3.5 for Computer Science: at least a grade 7 in Computing GCSE, or grade 8 or above in Mathematics GCSE if Computing has not been studied at GCSE.

17.3.6 for Psychology: at least a grade 7 in either English Language GCSE or English Literature GCSE.

17.3.7 for Design and Technology (DT): at least a grade 7 in DT GCSE or at least a grade 7 in either Art GCSE or Maths GCSE or Physics GCSE if DT has not been studied at GCSE.

17.3.8 for Music: an ABRSM Grade 5 pass in any instrument or voice and an ABRSM Grade 6 pass in Music Theory if Music has not been studied at GCSE.

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17.4 In addition, students wishing to apply for any of Biology, Chemistry or Physics A Level must have studied all three separate sciences at GCSE. Students that have GCSEs in Combined Science are welcome to apply to the Sixth Form, but only to study non-science subjects.

17.4.1 Students wishing to study A Level Biology must have obtained at least a grade 7 in Biology GCSE.

17.4.2 Students wishing to study A Level Chemistry must have obtained at least a grade 7 in Chemistry GCSE.

17.4.3 Students wishing to study A Level Physics must have obtained at least a grade 7 in Physics GCSE.

17.4.4 Students choosing a combination of subjects that includes three or all four of Mathematics, Biology, Physics and Chemistry at A Level must achieve:

At least four grade 8 or grade 9 GCSEs overall ***and***:

- If any three of Biology, Chemistry, Physics and Mathematics are to be studied, then at least two grade 8 or grade 9 GCSEs and one grade 7 GCSE from those three subjects to be studied are required
- If all four of Biology, Chemistry, Physics and Mathematics are to be studied, then at least three grade 8 or grade 9 GCSEs and one grade 7 GCSE from those four subjects are required

Students not meeting these requirements can still be admitted to the Sixth Form, but on a different combination of subjects. The School will give guidance as to which subjects will be possible options.

18. OVER-SUBSCRIPTION CRITERIA

18.1 The applicant's GCSE grades must have been submitted to The Tiffin Girls' School by the deadline stated and must identify the applicant as being of the required academic standard for the Sixth Form at the School.

18.2 Places will be offered subject to and dependent upon:

18.2.1 sufficient demand for places in each of the four subject areas the applicant has indicated they wish to study.

18.2.2 availability of the combination of subjects selected by the applicant.

18.2.3 the School's ability to staff the subjects selected.

18.3 If there are more external applications than the Published Admission Number of 20 (together with any additional places which might become available after internal applications have been considered), then the over-subscription criteria, in priority order, will be:

18.3.1 any applicants who are currently Looked After Children or previously Looked After Children; provided they are judged to be of the required standard both for entry to the Sixth Form and also for the combination of subjects they wish to study. Applications under this criterion must be accompanied by professionally supported evidence;

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18.3.2 rank order by average point score of a student's GCSE results for any applicants for whom their current school receives additional annual funding in pupil premium or service premium payments; provided they are judged to be of the required standard both for entry to the Sixth Form and also for the combination of subjects they wish to study. If any applicant has been eligible for means tested free school meals at any point in the six years prior to GCSE results day, even if they are not currently eligible, or if any applicant is registered as a service child at their current school, applications under these criteria must be accompanied by professionally supported evidence; then

18.3.3 rank order by average point score of a student's GCSE results for all other applicants.

18.3.4 in the event of a tie for one remaining place to study a particular combination of subjects between students with the same average point score, the place will be offered to the student who has achieved the highest number of grade 9s at GCSE, followed by the highest GCSE grades in the subjects they wish to study at A-Level.

18.3.5 In the event that a tie remains for one remaining place after the application of the tie-breaker in paragraph 18.3.4 above, the place will be offered to the student who lives nearest to the School, using the method described in paragraph 5.2.4 of the Determined Admissions Arrangements for Y7 entry September 2028.

19. AVERAGE POINT SCORE

19.1 Rank order is determined by the Average Point Score across all full course GCSEs.

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 ('Targeted FSM' or 'Ever6 FSM'). If you live in the Designated Area and your child's school has received pupil premium or service premium funding for her 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), documentary evidence of her eligibility must be provided (see paragraph 2.10.6 or 9.1.4). Please note children who do not qualify for Targeted FSM, but who are in households receiving Universal Credit are included in the government's category of 'Expanded FSM' and are eligible to receive free school meals. However, these children do not qualify for receipt of Pupil Premium Funding, and are not eligible for the 10% leeway in these arrangements or prioritisation under criterion 5.1.2.2 (i).

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. See section 5.5.

Inner Area: the named electoral wards within the Royal Borough of Kingston upon Thames or the London Borough of Richmond upon Thames specified in paragraph 5.3.1.

Designated Area: the named postal districts specified in paragraph 5.4.1.

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