



The Tiffin Girls' School

Determined Admissions Arrangements

**For entry in the Academic Year
2021 – 2022**

Varied 2 September 2020 and 20 July 2021

Notes regarding the variation (relating to the pandemic) of the Determined Admissions Arrangements for entry in the academic year 2021-2022:

- i) The Tiffin Girls' School (the School) made a request to the Regional Schools Commissioner (RSC) on 17 August 2020 to vary the admission arrangements for 2021 by changing the selective admission criteria to take into account restrictions and challenges being faced as part of the COVID-19 pandemic. In making this request, the School followed government guidance published July 2020 'Coronavirus (COVID-19): assessment processes for selective school admissions'.
- ii) The RSC, acting on behalf of the Secretary of State for Education, notified the School on 27 August 2020 of their agreement that the COVID-19 pandemic could be considered to be a major change in circumstances necessitating a change to admission arrangements in some circumstances.
- iii) The RSC agrees that it will be necessary to modify the selective admission criteria as follows:
 - The Stage One Test will be moved back from Tuesday 29 September 2020 to Thursday 15 October 2020. If additional day(s) are required, this will be Friday 16 October or succeeding days.
 - The Stage One Test results will not be available before the Application deadline of 31 October 2020.
 - The Stage Two Test will take place in late November 2020 and the School will set an appropriate date.
 - The deadline for registering to sit the Stage One Test will be moved back from 12 noon on Tuesday 1 September 2020 to 12 noon on Tuesday 8 September 2020.
 - In the event of a further lockdown preventing the Stage One Test taking place on Thursday 15 October 2020 and/or the Stage Two Test taking place in late November, the School will post the revised test date(s) on the school's website as soon as it is known.

Notes regarding the variation (relating to the Admissions Code) to the Determined Admissions Arrangements for entry in the academic year 2021-2022:

The new Admissions Code was approved by Parliament on 10 July 2021 and took effect from 1 September 2021. These admissions arrangements were brought in line with the new Admissions Code in the following ways:

- (i) The Published Admission Number of 180 for Year 7 does not determine the availability of places in Year 8 to 11. The PAN of 180 for those year groups no longer applies.
- (ii) Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted will be given equal first priority, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC).
- (iii) Parents who make an in-year application to Years 8-11 will be notified within 15 school days of their in-year application of the next available selection test date.

Entry to Year 7 for September 2021

Sections 1 to 6 relate to Year 7 Admissions only

1. Admissions Authority

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, associated paperwork and online data will be held by the School in compliance with the Data Protection Act 2018 and will be deleted two years after the date of the Stage One Test. 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 held in the autumn term prior to admission.

2.5. The School's Planned Admission Number (PAN) into Year 7 for September 2021 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 the application form issued by the girl's Local Authority (the Application).

2.7. Age of girl

2.7.1. Exceptionally, girls may be considered for places in an academic year other than that of their chronological age 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.

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. Ranked waiting lists will be held in the order of Section 5.1.4 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 2021 until the last day of the School's 2021–2022 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, and for those girls who have the same score,

in order of nearest distance to the School as defined. The addition of each such girl will require the list to be ranked again in line with the School's Selection Criteria.

- 2.8.4. The Stage Two Test Mark (see Section 3.3.3 below) of the girl in the year group with the lowest score offered a place under 5.1.4 will be deemed to be the 'cut-off score' for that year group at the end of the 2021-22 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 waiting lists after the initial allocation of places will be the girl's permanent place of residence.

2.9 Late applications

- 2.9.1 Late applications 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 All late applications will be considered after all the on-time applications are processed.

2.10 Definitions

- 2.10.1 **Currently Looked After Children:** 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.
- 2.10.2 **Previously Looked After Children:** children who were previously in the care of a local authority immediately before they were adopted under the Adoption and Children Act 2002, or became subject to a child arrangements order or special guardianship order, including those who appear [to the School] to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2.10.3 **Children who qualify for receipt of Pupil Premium Funding:** in these arrangements, 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 daughter has been eligible for means tested free school meals at any point in the six years prior to the SIF Deadline, even if she is not currently eligible, or if she is registered as a service child at her current school, documentary evidence of her eligibility must be provided (see 2.11.6 below).
- 2.10.4 **Supplementary Information Form (SIF) Deadline:** the date and time by which the online registration for the Stage One Test and completed paper copy must be received by the School.
- 2.10.5 **Permanent Place of Residence:** the address you give on your Application. This address must be the one where the girl is living permanently and must be the address where your family normally lives. Further details can be found in paragraph 5.5 below.
- 2.10.6 **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 below.
- 2.10.7 **Designated Area:** the named postal districts specified in paragraph 5.4 below.

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

- 2.11.1 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 and live in the Designated Area (incorporating the Inner Area) on the closing date to register for the Stage One Test (the 'SIF Deadline').
- 2.11.2 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').
- 2.11.3 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 2.11.1 will be invited to sit the Stage Two Test.
- 2.11.4 At Stage Two, the School will calculate 10% of the 350th ranked mark. This will be the leeway. This will be subtracted from the 350th ranked mark, and any girl who falls within the range of the 10% leeway and who is eligible under 2.11.2 will be prioritised under 5.1.2 and 5.1.3.1 below.
- 2.11.5 The School will not alter any girl's individual marks.
- 2.11.6 Candidates will be considered for a Looked After Children place under 5.1.2 below 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 5.1.3.1 below 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') or within the deadlines in 2.11.7 below.
- 2.11.7 If documentary evidence is provided after the SIF Deadline or after the paperwork extension of 3.2.4, 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 paperwork extension of 3.2.4 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.

3. The School's Test Procedure

3.1 The School operates a two stage Test Procedure.

3.2 The Stage One Test

- 3.2.1 To register for the Stage One Test the online Supplementary Information Form (SIF) must be submitted and the paper copy received by the School. The paper copy must be dated and signed, with a recent passport sized photograph of the candidate.
- 3.2.2 The online SIF is available on the School's website during the second half of the summer term. The online registration and the completed paper copy must be received by the School by 12 noon on Tuesday 8 September 2020 (the SIF Deadline).
- 3.2.3 The SIF is a registration to sit the Stage One Test (a 'sifting test') and is not an application for a place at the School.
- 3.2.4 Paper copy SIFs received after the SIF Deadline will only be accepted if they are received within three working days of the SIF Deadline and they are correctly completed and the parent/carer had already registered the girl online before the SIF Deadline.
- 3.2.5 If the parent/carer has not registered the girl for the Stage One Test before the SIF Deadline, or a paper copy SIF is received after the SIF Deadline and has not been accepted under 3.2.4, the girl will not be able to take the Stage One Test. Any applicant who has not completed a Valid Application (see 4 below) 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.
- 3.2.6 The Stage One Test will be held on Thursday 15 October 2020. If additional days are required, this will be Friday 16 October 2020 or succeeding days. In the event of a further lockdown preventing the Stage One Test taking place on this date, the School will post the revised test date on the school's website as soon as it is known.
- 3.2.7 The Stage One Test will consist of an English and Maths paper and both will be multiple-choice style tests that are marked by a computer.
- 3.2.8 The Stage One Test is a sifting test and will determine invitation to sit the Stage Two Test only. Marks from the Stage One Test will not contribute to the final determination of the offer of places at the School.
- 3.2.9 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.
- 3.2.10 Invitations to sit the Stage Two Test will be sent in mid-November, the date will be published on the school website when known.
- 3.2.11 Candidates who are not being invited to sit the Stage Two Test will be notified of this by the School in mid-November, the date will be published on the school website when known. Candidates who are not invited to sit the Stage Two Test will not be eligible for a place at the School.
- 3.2.12 The results of the Stage One Test will not be available before the Application deadline of 31 October 2020.

3.3 The Stage Two Test

- 3.3.1 The Stage Two Test will test the core subjects of English and Maths.
- 3.3.2 The Stage Two Test will be held in late November 2020 and the School will set an appropriate date which will be published on the school website when known. In the event of a further lockdown preventing the Stage Two Test taking place in late November, the School will post the revised test date on the school's website as soon as it is known.
- 3.3.3 Places at the School will be offered based on marks from the Stage Two Test only.
- 3.3.4 Admission to the School will be determined by the Stage Two Test. Applicants will be ranked in order of their Stage Two Test mark and places allocated in accordance with the Selection Criteria.

4. Valid Applications

In order for an Application to be considered by the School:

- 4.1 A registration for the girl to take the Stage One Test must be made by completing an online SIF and sending the correctly completed paper copy to the School before the SIF Deadline, and
- 4.2 After sitting the Stage One Test, the girl must be invited by the School to sit the Stage Two Test, and
- 4.3 The School must be named on the Application, and
- 4.4 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 a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) which names The Tiffin Girls' School specifically on the Statement or EHCP (*for guidance: there are separate processes to be followed for naming a school on a statement or EHCP and you should speak first with your Local Authority who administers the process*). Girls with a Statement or EHCP will have demonstrated their academic ability through the School's Test Procedure (see 3. above).

Places will then be allocated on the basis of selection by ability as demonstrated in the School's test procedure by reference to the Stage Two Test Mark within the appropriate category listed below and in the following priority order:

- 5.1.2 Currently Looked after Children and Previously Looked After Children whose mark in the Stage Two Test is higher than or equal to the 350th ranked mark of all applicants who sat the Stage Two Test.
- 5.1.3 Up to 60 girls whose mark in the Stage Two Test 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:
 - 5.1.3.1 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
 - 5.1.3.2 Girls whose permanent place of residence is within the Inner Area.

5.1.3.3 In the event of there being more than 60 girls who are eligible under 5.1.3 above 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 5.2 below). If more than one girl is on the 60th score and all live the same distance from the school as measured in 5.2 below, they will all be offered a place.

5.1.4 The remaining places after the initial allocation under 5.1.2 and 5.1.3 on 1 March 2021 will all be allocated from applicants who sat the Stage Two Test in the following order of priority:

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

5.1.4.2 Girls whose permanent place of residence is outside the Designated Area of the School (see the ADVICE note below).

5.2 In the event of a tied score to fill the 180th place, a place will be offered to the girl who lives nearest to the School, using a standard method of measuring home to school distance in a straight line as measured by the Kingston Council Schools Admissions currently used computerised Geographical Information System.

5.2.1 The starting point is a point in the property determined by address point data supplied by Ordnance Survey. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

5.2.2 The end point is measured to the nearest school gate even if the school has more than one school gate. If more than one girl is on the 180th score and all live the same distance from the school as measured above, they will all be offered a place.

5.3 The Inner Area:

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

Berrylands
Beverley
Canbury
Coombe Hill
Coombe Vale
Grove
Norbiton
St Mark's
Tudor
Ham, Petersham and Richmond Riverside

5.4 The 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

5.5 Permanent Place of Residence

- 5.5.1 You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend.
- 5.5.2 The address you give on your Application must be the one where your child is living permanently. An application can only be made from a single address and only a single application made for each girl. Future addresses cannot be used.
- 5.5.3 Where parents/carers share responsibility for part of the week, the address of the parent/carer with whom the girl lives most of the time must be given on the Application. Where the girl lives equally with both parents/carers at different addresses, evidence of your care arrangements will be required. The School and your Local Authority will consider all available evidence to agree the Application address.
- 5.5.4 The School will check the authenticity of the address stated. Satisfactory proof of residence of the girl will be requested and permission must be provided to allow the School to verify this.
- 5.5.5 If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the permanent place of residence remains that at which the girl was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not reversible.
- 5.5.6 If the parent/carer is connected to more than one address, for example, they own a property and are renting and living in another, the appropriate Local Authority will require further evidence to demonstrate the permanence of the address being used for the application.
- 5.5.7 If you own two or more properties, you will need to demonstrate which is your permanent family home.
- 5.5.8 If the permanent place of residence of the girl is incorrectly stated on either or both of the SIF and the Application or a parent/carer submits false or misleading information or withholds any relevant information during the admissions process, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the School.
- 5.5.9 The Governing Board may refuse to make an allocation of a place on an address which is only a temporary address (see 5.5.5 above).
- 5.5.10 For the purposes of these arrangements, the admissions process is defined as the time from which registration is made for the Stage One Test to the time a girl starts school. In disputed cases, judgement will be made based on the best evidence available to the School.
- 5.5.11 If you move at any time during the admissions process, you must inform the School and your local authority immediately. Please inform us of the circumstances of your move to ensure that places are offered fairly and correctly. If you move to a new address without telling us and secure an offer, based on your old address, of a school place that you would not have been offered based on the new address, we will treat this as misleading information and the offer of the school place will be withdrawn. If such a move takes place after you have received an offer of a school place up to and including the first term of the admission year, in order to be permitted to retain the offer, you must explain the circumstances of your move to satisfy the School that the change of address was not arranged prior to the offer of a school place or the child starting school.

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.

†ADVICE

Following the introduction of the Designated Area in September 2014, all Year 7 places have been offered to girls living within it. It is anticipated that the School will continue to be heavily oversubscribed and that the offer of all places will continue to be accepted by girls living within the Designated Area.

Entry to Years 8 to 11 (In Year Admissions) for September 2021 to July 2022

Sections 7 to 10 relate to In Year Admissions (Years 8 to 11) only

7. Admissions Authority

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

8. Overview

- 8.1. Parents/carers are directed to paragraph 2.10 '**Definitions**' in the Determined Admissions Arrangements for Year 7 entry September 2021 (DAA,Year7).
- 8.2. 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 considered again for entry to Years 8 to 11.
- 8.4. If an application for entry to Years 8 to 11 between September 2021 and July 2022 is made by someone who either achieved the cut-off score or higher in the Year 7 admission tests, or is made by someone who did not sit the Year 7 admission tests or who has not already sat an In Year admission test, then the applicant will be invited in to school to take a selection test.
- 8.5. 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 or not.
- 8.6. If the selection test indicates that the applicant is not of the required standard then their application will be unsuccessful and they will not be re-tested for entry to The Tiffin Girls' School at any subsequent point until entry to Year 12.
- 8.7. If the selection test indicates that an applicant is of the required standard and there is a place available in the year group, the applicant will be offered a place in rank order according to the criteria in paragraph 8.8.
- 8.8. If the selection test indicates that an applicant is of the required standard but they are refused admission because there is no place available in the year group, then the applicant will be placed on the waiting list for that year group. 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:
 - 8.8.1. Currently Looked After Children and previously Looked After Children. Applications under this criterion must be accompanied by professionally supported evidence, then
 - 8.8.2. 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 at the time of submitting the In Year application form, then
 - 8.8.3. Girls whose permanent place of residence is within the Inner Area, then
 - 8.8.4. Girls whose permanent place of residence is within the Designated Area of the School, then
 - 8.8.5. Girls whose permanent place of residence is outside the Designated Area of the School (see the ADVICE note in DAA,Year7).
- 8.9. In the event of a tied score, a place will be offered to the girl who lives nearest to the School, using a standard method of measuring home to school distance in a straight line as measured by the Kingston Council Schools Admissions computerised Geographical Information System.
 - 8.9.1. The starting point is a point in the property determined by address point data supplied by Ordnance Survey. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

8.9.2. The end point is measured to the nearest school gate even if the school has more than one school gate. If more than one girl is on the tied score and all live the same distance from the school as measured above, they will all be offered a place.

8.10. Each waiting list will be disbanded at the end of the 2021-22 academic year. Applicants who are on the waiting list on the date it is disbanded are eligible to reapply the following year.

9 In Year Admissions Procedure

9.1 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.

9.2 Following recording and verification, Kingston Local Authority will share the application with the School, and applicants will be required to complete the School In Year Supplementary Information Form.

9.3 The In Year Supplementary Information Form should be returned to The Tiffin Girls' School. Note that if The Tiffin Girls' School receives one of its In Year Supplementary Information Forms direct from an applicant, it will first confirm with Kingston Local Authority that the School has been named on a completed In Year Kingston Local Authority application form.

9.4 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 supplementary information form has been completed and returned to the School.]

9.5 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.

9.6 Where an applicant lives outside the borough, Kingston LA will advise the Home LA of the application and outcome only where the offer of a place is made and accepted by the parent; a parent of a child not in education declines an offer of a place; a parent of a child not in education is unsuccessful with their application.

10. Appeals

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

Entry to the Sixth Form for September 2021

Sections 11 to 20 relate to Sixth Form Admissions only

11. Admissions Authority

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

12. Overview

- 12.1 Usually, only girls born between 1 September 2004 and 31 August 2005 can apply for entry to the Sixth Form in September 2021. 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.
- 12.2 The minimum qualification for entry into the Sixth Form at the School is 8 GCSE and/or AS passes. The 8 passes must include English, Mathematics and a science at GCSE/AS level. Four of the passes must be at grade 7 or above and another four must be at grade 6 or above. An A at AS counts as an 8 at GCSE and a B at AS counts as a 7 at GCSE. The provisions of 13.3, 13.4 and 14.3 also apply. For iGCSEs, grade A is equivalent to a 7 and A* is equivalent to an 8 or 9.
- 12.3 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.
- 12.4 The entry criteria for external applicants are the same as for students already in the School. Applications from internal applicants will be considered first.
- 12.5 Each application (both internal and external) will be judged using a set of predicted grades decided upon by their current school before 15 January 2021. Predicted grades sent in later than this date will not be used in the process so that all applicants are judged on the same criteria at the same point in time.

13. Admissions procedure

- 13.1 Any student thinking of applying to join the School's Sixth Form should attend the Sixth Form Open Evening, which will be held in October 2020. An information booklet, our Sixth Form Prospectus, and a link to an online application form will be loaded on to the school website immediately after the Open Evening.
- 13.2 All applicants, whether internal or external, must submit an application by the deadline stated on the application form (which will be the same deadline for all applicants).
- 13.3 The School will acknowledge receipt of applications from external applicants and will contact the applicant's current school for a set of predicted GCSE grades using an online form.
- 13.4 The current school must submit these predicted grades to our Sixth Form Administrator by the stated deadline.
- 13.5 All applicants will receive a response from the School about their application before the School breaks for half term in the spring term of 2021; at this stage, any offers of places are conditional on achieving the required grades and on the chosen course or courses being run (see 15.3). Applicants receiving a conditional offer will then be invited into school to have an Induction Meeting (IM) at which we will discuss with them their future university and career plans, and confirm their option choices.

- 13.6 The option choices of all applicants with a conditional offer are entered into the School's timetabling process. If there are more applicants for a course than there are places then the choice of internal applicants will be processed first. The remaining places will be given to the best external applicants as judged by the School's official predicted grade form.

14. Minimum entry criteria for specific subjects and acceptance on to a chosen course or combination of courses

- 14.1 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.

- 14.2 The following criteria in 14.3 and 14.4 are minimum entry requirements. Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses.

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

14.3.1 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.

14.3.2 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.

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

14.3.4 For Theatre Studies: 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 GCSE.

14.3.5 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.

14.3.6 For Psychology: at least a grade 7 in either English Language GCSE or English Literature GCSE.

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

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

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

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

14.4.4 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.

15. Over-subscription criteria

- 15.1 All applicants will have their application assessed by experienced Tiffin Girls' School staff using their professional judgement to assess whether or not the official predicted grades awarded by the applicant's current school by the deadline stated on the School's official online predicted grade form demonstrate that the applicant is of the required academic standard.
- 15.2 The applicant's official predicted grades must have been submitted using the online form 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.
- 15.3 Places will be offered subject to and dependent upon:
- 15.3.1 sufficient demand for places in each of the four subject areas the applicant has indicated they wish to study.
 - 15.3.2 availability of the combination of subjects selected by the applicant.
 - 15.3.3 the School's ability to staff the subjects selected.
- 15.4 If there are more external applications than the Planned 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
- 15.4.1 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;
 - 15.4.2 predicted grades
 - 15.4.3 in the event of a tie for one remaining place to study a particular combination of subjects between students with the same predicted grades, the place will be offered to the student who lives nearest to the School, using the method described in paragraph 5.2 of the Determined Admissions Arrangements for Y7 entry September 2021.

16. Method of offering places

- 16.1 The professional judgment of staff at the School will be taken into account when assessing an application.
- 16.2 Conditional places will be offered by applying the criteria above, and by assessing appropriate academic grades contained in an applicant's predicted grades.

16.3 More conditional offers will be made than the number of places available. This is because some applicants given a conditional offer will not achieve the required grades or will decide to decline their offer.

16.4 Once a conditional offer has been made, applicants will need to meet their GCSE predictions to guarantee their place. If their achieved grades are below their predictions, the professional judgment of staff at the School will be used in determining whether the firm offer of a place can be made.

17. Waiting list

There is no waiting list as more conditional offers will be made than there are places available.

18. Late applications

All late applications received after the deadline will be considered after all the on-time applications are processed.

19. Admissions after GCSE results

Some late places may become available after GCSE results are known and after all conditional offers have been considered. Applicants for these places must bring in their original results sheet from their school the day after GCSE results day, and the School will consider their application.

20. Appeals

Applicants who are not offered a place will be notified of the appeals process.