



The Tiffin Girls' School

Determined Admissions Arrangements

**For entry in the Academic Year
2019 – 2020**

Entry to Year 7 for September 2019

Sections 1 to 5 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. The School is a selective school for girls and places will be offered to girls on the basis of ability.

2.3. 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.

2.4. The School's Planned Admission Number (PAN) into Year 7 for September 2019 is 180.

2.5. 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).

2.6. Age of girl

2.6.1. 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.

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

2.7. Waiting lists

2.7.1. Ranked waiting lists will be held in the order determined by 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.

2.7.2. The waiting list will be maintained from 1 March 2019 until the last day of the School's 2019–2020 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.

2.7.3. 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.

- 2.7.4. The Stage Two Test Mark (see Section 3.3.3 below) of the girl with the lowest score who gained a place in the year group before the end of the 2019–20 academic year will be deemed to be the ‘cut-off score’ for that year group.
- 2.7.5. 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.
- 2.7.6. The address to be used for waiting lists after the initial allocation of places will be the girl’s permanent place of residence (see 5.5 below).

2.7 Late applications

- 2.7.1 Late applications must be made via the home Local Authority of the girl’s parents and will only be considered if the application is considered to be on-time within the terms of the home Local Authority’s scheme.
- 2.7.2 All late applications will be considered after all the on-time applications are processed.

2.8 Appeals

- 2.8.1 Parents of girls who are not offered a place will be notified of the appeals process.

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 completed and received by the School.
- 3.2.2 The SIF is available on the School’s website and the completed SIF must be received by the School by noon on Monday 3 September 2018 (the SIF Deadline).
- 3.2.3 The SIF is a registration to sit the Stage One Test and is not an application for a place at the School.
- 3.2.4 SIFs received after the SIF Deadline and before the Stage One Test will be treated as late but may in exceptional circumstances be accepted if received within five working days after the date of the SIF Deadline.
- 3.2.5 SIFs received after the Stage One Test day will not be accepted unless the Application names The Tiffin Girls’ School as a preference and then will be considered by the School only in exceptional circumstances (as determined by the School) and with supporting evidence.
- 3.2.6 The Stage One Test will be held on Tuesday 2 October 2018.
- 3.2.7 The Stage One Test will consist of an English paper and a Mathematics paper and both will be multiple-choice style tests.
- 3.2.8 The Stage One Test will determine invitation to sit the Stage Two Test only. Marks from the Stage One Test will not contribute to the final determination of 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 during the week commencing 15 October 2018.
- 3.2.11 Candidates who are not being invited to sit the Stage Two Test will be notified of this by the School during the week commencing 15 October 2018. Candidates who are not invited to sit the Stage Two Test will not be offered a place at the School and therefore should not name The Tiffin Girls' School on the Application.
- 3.2.12 The information in 3.2.10 and 3.2.11 is provided in order to enable parents to make an informed choice of schools when completing the Application prior to 31 October 2018.

3.3 The Stage Two Test

- 3.3.1 The Stage Two Test will test the core subjects of English and Mathematics.
- 3.3.2 The Stage Two Test will be held on Saturday 10 November 2018.
- 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 academic ability by reference to the Stage Two Test. The Stage Two Test will be the basis on which decisions about admission will be made 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 filling in a SIF and sending it to the School before the SIF Deadline (see 3.2.2), and
- 4.2 The girl must be invited by the School to sit the Stage Two Test, and
- 4.3 The Tiffin Girls' School must be named by the girl's parents/carers on the Application, and
- 4.4 The girl must attend the Stage Two Test on Saturday 10 November 2018.

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 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:

5.1.2.1 Currently Looked after Children and previously Looked After Children** whose permanent place of residence (see 5.5 below) is within the Inner Area (see 5.3 below) or the Designated Area (see 5.4 below). Applications under this criterion must be accompanied by professionally supported evidence, then

5.1.2.2 Girls whose permanent place of residence (see 5.5 below) is within the Inner Area (see 5.3 below) **and** who qualify for receipt of Pupil Premium Funding at the time of registering to take the Stage One Test, then

5.1.2.3 Girls whose permanent place of residence (see 5.5 below) is within the Inner Area (see 5.3 below), then

5.1.2.4 Girls whose permanent place of residence (see 5.5 below) is within the Designated Area (see 5.4 below) of the School **and** who qualify for receipt of Pupil Premium Funding at the time of registering to take the Stage One Test

5.1.3 The remaining places after allocation under 5.1.2 will be allocated from all applicants who sat the Stage Two Test who have not already been awarded a place, in the following order of priority:

5.1.3.1 Girls whose permanent place of residence (see 5.5 below) is within the Designated Area (see 5.4 below) of the School and then

5.1.3.2 Girls whose permanent place of residence (see 5.5 below) is outside the Designated Area of the School† (see 5.4, 5.5 and the **ADVICE note below**).

5.1.4 For transitional arrangements for younger siblings of students already in the School, please see 5.6 below.

5.2 In the event of a tied score to fill the 180th place, a place will be offered in the following order:

5.2.1 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.

5.2.1.1 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.

5.2.1.2 The end point is measured to the nearest school gate even if the school has more than one school gate. If more than one child is on the 180th score and all live the same distance from the school as measured above, then 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, 18
SW13, 14, 15, 17, 18, 19, 20
W3, 4, 5, 7, 13
SM4
CR4

5.5 Permanent Place of Residence

- 5.5.1 In applying these admission arrangements, 'permanent place of residence' will be defined as excluding any business address or a relative or child-minder's address and must be where the girl lives for the majority of the week.
- 5.5.2 The permanent place of residence is the address you give on your Application.
- 5.5.3 Where parents/carers share responsibility for part of the week, the address of the parent with whom the girl lives for the majority of the week must be given on the Application. Where the girl lives equally with both parents at different addresses, the girl's permanent place of residence will be taken to be the address of the parent receiving child benefit. If you are not eligible for child benefit, your Local Authority will consider all available evidence to determine 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 By submitting an Application to the School the parent/carer guarantees that the permanent place of residence of the girl is as stated on the Application.
- 5.5.7 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.

- 5.5.8 The Governors may refuse to make an allocation of a place on an address which is only a temporary address (see 5.5.5 above).
- 5.5.9 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.
- 5.5.10 Parents/carers have a responsibility to notify the School and their Local Authority of a change of address immediately on moving. Any offer is conditional upon the girl living at the address notified to the School on the date of any offer made. 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, in order to be permitted to retain the offer, you must satisfy the School that the change of address was not arranged prior to the offer of a school place.

5.6 Transitional arrangements for the younger sibling(s) of students already in the School

- 5.6.1 Any younger sister ('the Younger Sister') of a student on roll at the School on Monday 2 September 2013 ('the Older Sister') is deemed to reside within the Designated Area for the purpose of these admissions arrangements at the time of an application for a place at the School by the Younger Sister **provided that:**
 - 5.6.1.1 the Older Sister will still be on roll at the School when the Younger Sister starts at the School **AND**
 - 5.6.1.2 the Younger Sister has the same permanent place of residence as the Older Sister (see paragraph 5.5 above)
- 5.6.2 For the purposes of these arrangements 'the Younger Sister' is defined as a younger female sibling, half-sibling (having one parent in common) step-sibling or legally adopted sibling (having at least one adoptive parent who is a parent of both sisters) of the Older Sister who was adopted prior to 1 April 2013.

†ADVICE Since its introduction, all Year 7 places have been offered to girls living within the Designated Area. It is anticipated that the School will continue to be heavily oversubscribed and that the offer of all places will be accepted by girls living within the Designated Area.

****** Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA 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.

Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted, or subject to a residence child arrangements order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

Entry to Years 8 to 11 (In Year Admissions) for September 2019 to July 2020

Sections 6 to 9 relate to In Year Admissions (Years 8 to 11) only

6. Admissions Authority

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

7. Overview

- 7.1. The Planned Admission Number of Years 8, 9, 10 and 11 will remain the same as the Planned Admission Number was when these year groups were first admitted to the School in Year 7 i.e. Years 8, 9 and 10 will each have a PAN of 180 and Year 11 will have a PAN of 150 for 2019-20.
- 7.2. 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.
- 7.3. If an application for entry to Years 8, 9, 10 or 11 between September 2019 and July 2020 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.
- 7.4. The selection test will consist of a Mathematics and English test. The test for each year group is different. The result of the selection test will indicate if the applicant is of the required standard for entry to the appropriate year group or not.
- 7.5. 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.
- 7.6. If the selection test indicates that an applicant is of the required standard and there is a vacancy in the year group being applied for because the School is not up to its PAN, the applicant will be offered a place in rank order according to the criteria in paragraph 7.7.
- 7.7. If the selection test indicates that an applicant is of the required standard but there is no vacancy in the appropriate year group because the School is up to its PAN, 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:
 - 7.7.1 Currently Looked After Children and previously Looked After Children (as defined on page 7 of the Determined Admissions Arrangements for Y7 entry September 2019 (DAA,Y7)) whose permanent place of residence is within the Inner Area or the Designated Area (see 5.5, 5.3 and 5.4 respectively in DAA,Y7). Applications under this criterion must be accompanied by professionally supported evidence, then
 - 7.7.2 Girls whose permanent place of residence is within the Inner Area (see 5.5 and 5.3 respectively in DAA, Y7) **and** who qualify for receipt of Pupil Premium Funding at the time of submitting the In Year application form, then
 - 7.7.3 Girls whose permanent place of residence is within the Inner Area (see 5.5 and 5.3 respectively in DAA, Y7), then
 - 7.7.4 Girls whose permanent place of residence is within the Designated Area (see 5.5 and 5.4 respectively in DAA, Y7) **and** who qualify for receipt of Pupil Premium Funding at the time of submitting the In Year application form, then
 - 7.7.5 Girls whose permanent place of residence is within the Designated Area (see 5.5 and 5.4 respectively in DAA,Y7) of the School, then

7.7.6 Girls whose permanent place of residence is outside the Designated Area of the School† (see 5.5 and 5.4 respectively in DAA,Y7 and the **ADVICE note below**).

7.7.7 For transitional arrangements for younger siblings of students already in the School, please see 5.6 in DAA,Y7.

7.8 In the event of a tied score, a place will be offered:

7.8.1 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.

7.8.1.1 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.

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

7.9. Each waiting list will be disbanded at the end of the 2019-20 academic year. Applicants who are on the waiting list on the date it is disbanded are eligible to reapply the following year.

8. In Year Admissions Procedure

8.1. 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.

8.2. Following recording and verification, Kingston Local Authority will share the application with the School, and applicants will be advised to complete the School 2019-20 In Year Supplementary Information Form.

8.3. The 2019-20 In Year Supplementary Information Form should be returned to The Tiffin Girls' School. Note that if The Tiffin Girls' School receives one of its 2019-20 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.

8.4. The applicant will be invited in for testing at the next available opportunity (the School runs In Year selection tests towards the end of each term for entry to the School).

8.5. Once the outcome of the application is known, the School will notify the applicant and Kingston Local Authority of the offer of a place, or refusal.

8.6. 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.

9. Appeals

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

Entry to the Sixth Form for September 2019

Sections 10 to 19 relate to Sixth Form Admissions only

10. Admissions Authority

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

11. Overview

- 11.1. Usually, only girls born between 1 September 2002 and 31 August 2003 can apply for entry to the Sixth Form in September 2019. Applications for girls outside that age group will be considered according to the individual circumstances of the case; parents should write to The Sixth Form Admissions Office at The Tiffin Girls' School.
- 11.2. 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 grade A or above and another four must be at grade 6 or grade B 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.
- 11.3. A minimum of 20 places will be offered to external applicants. The School aims for a year group of between 150 and 170 in Year 12.
- 11.4. The entry criteria for external applicants are the same as for students already in the School. Applications from internal applicants will be considered first.
- 11.5. Each application (both internal and external) will be judged using a set of predicted grades decided upon by their current school before the end of December 2018. 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.

12. Admissions procedure

- 12.1. 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 2018. 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.
- 12.2. 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).
- 12.3. 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.
- 12.4. The current school must submit these predicted grades to our Sixth Form Administrator by the stated deadline.
- 12.5. All applicants will receive a response from the School about their application before the School breaks for half term in the spring term of 2019; at this stage, any offers of places are conditional on achieving the required grades and on the chosen course or courses being run (see 14.3). 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.

12.6. 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.

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

13.1. 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.

13.2. The following criteria in 13.3 and 13.4 are minimum entry requirements. Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses.

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

13.3.1. 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.

13.3.2. 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.

13.3.3. 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.

13.3.4. 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.

13.3.5. 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.

13.3.6. For Psychology, at least a grade 7 in either English Language GCSE or English Literature GCSE.

13.4. 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.

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

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

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

- 13.4.4. 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 or grade A* 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.

14. Over-subscription criteria

- 14.1. 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.
- 14.2. 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.
- 14.3. Places will be offered subject to and dependent upon:
- 14.3.1. sufficient demand for places in each of the four subject areas the applicant has indicated they wish to study.
 - 14.3.2. availability of the combination of subjects selected by the applicant.
 - 14.3.3. the School's ability to staff the subjects selected.
- 14.4. 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
- 14.4.1. any applicants who are currently Looked After Children or previously Looked After Children (as defined on page 7); 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;
 - 14.4.2. predicted grades
 - 14.4.3. 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 5.2.1.

15. Method of offering places

- 15.1. The professional judgment of staff at the School will be taken into account when assessing an application.
- 15.2. Conditional places will be offered by applying the criteria above, and by assessing appropriate academic grades contained in an applicant's predicted grades.
- 15.3. 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.
- 15.4. 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.

16. Waiting list

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

17. Late applications

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

18. 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.

19. Appeals

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