



Frequently Asked Questions about Year 7 admissions in September 2022

These FAQs were updated on 19 May 2021

Where can I find the admissions policy?

[Click here](#) for the Admissions Arrangements for 2022. The Admissions Arrangements are the admissions policy. Please read carefully.

Do disadvantaged children receive any priority when places are allocated?

Yes. Disadvantaged children who score higher than or equal to the 350th highest mark are eligible for one of the first 60 places. This is explained in section 47 of the admissions policy. Disadvantaged children are also eligible to have a 10% leeway applied to their marks before the selection criteria are applied (see sections 18-24).

Disadvantaged children are those who live in the catchment area and have been registered for means-tested free school meals at any point in the last six years prior to the date of registering for the Stage One Test or those who are registered as a service child at their current school, and Looked After or previously Looked After Children.

Do Inner Area children receive any priority when places are allocated?

Yes. Inner Area applicants who score higher than or equal to the 350th highest mark are also eligible for one of the first 60 places.

The Inner Area zone of the catchment area is the following electoral ward areas: Berrylands, Beverley, Canbury, Coombe Hill, Coombe Vale, Grove, Norbiton, St Mark's, Tudor, Ham, Petersham and Richmond Riverside.

How can I check if I live in the Inner Area?

Websites such as www.streetcheck.co.uk will tell you your ward area by using your postcode. Your local authority website can also confirm your ward area. When you know your ward area, you can see on page 7 of the admissions policy if it is one of those listed in our Inner Area.

What is the Designated Area?

The Designated Area is the 44 postal districts listed on page 7 of the admissions policy. Since it was introduced in September 2014, all places have been offered to girls living in the Designated Area. You must give your daughter's permanent place of residence on your Application and this must be the address where your daughter is living full time.

How many girls will gain a place in September 2022?

The intake for Year 7 is 180. This is the PAN, or Published Admission Number, for this year group.

How will I know whether to name The Tiffin Girls' School on my daughter's Application?

After the Stage One Test, which is a sifting test, we will let you know whether your daughter is invited to the Stage Two Test (no results will be given.) If your daughter is invited to the Stage Two Test and

you want to apply for a place, you need to name The Tiffin Girls' School on your Application. If your daughter is NOT invited to the Stage Two Test but you still apply, your Application will be ineligible. The Application is issued by, and submitted to, your local authority.

Does it matter if I name another school above The Tiffin Girls' School in my list of schools on the Application form?

Yes. It is very important to put down the schools in your true order of preference (there is no gain in trying to overcomplicate things). If you name a school above Tiffin Girls' and that school is able to offer you a place, you will be offered that school regardless of how well your daughter does in the entrance tests. Similarly, if you put Tiffin Girls' as your highest preference school but we cannot offer your child a place, she will be offered a place at the next school for which she meets the admissions criteria. Your order of preference is totally confidential to the local authority. No school will know it.

What if my daughter has a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP)?

If your daughter is formally 'statemented', there is a separate process to follow and you should speak first with your local authority which administers this process. Your daughter will still need to take the admission tests and you must register her for the tests through the online form. You will also need to provide us with information so that we can adjust access arrangements if necessary.

If my daughter is invited to the Stage Two Test does it mean she will be offered a place?

No. An invitation to sit the Stage Two Test is not a guarantee your daughter will be offered a place at The Tiffin Girls' School. All those who sit the Stage Two Test and who have named the school on their application will be ranked by their Stage Two test mark. Those in the designated area will be ranked by score above those who live outside the designated area.

The Stage Two Test mark will be in a ratio of 60% English and 40% Maths.

Only those who do not gain a higher preference school will be sent their Stage Two Test mark.

How will I know if my daughter's application for a place has been successful?

Your local authority will confirm which school your daughter has been offered on National Offer Day, 1 March 2022. If you have applied online via the eAdmissions website, you will hear in the evening of 1 March via the eAdmissions portal.

The registration process

How can I register my daughter for the Stage One Test?

You must register your daughter for the tests by completing the online supplementary information form (the 'SIF'). The link to the registration form will be on the admissions page of our website.

When can I register my daughter for the Stage One Test?

The registration is open from Tuesday 8 June 2021 to 12.00 noon Wednesday 1 September 2021.

When is the registration deadline?

You will not be able to register online after the deadline of 12.00 noon Wednesday 1 September 2021. You must return all paperwork to the school by this deadline. This includes evidence of special needs or medical conditions, or eligibility for pupil premium or service premium.

What if I have registered online but have missed the deadline to return the paper form (SIF)?

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 and fully completed. This means we will process your PRINTED form (SIF) if received by 12.00 noon on Friday 3 September 2021. A scanned SIF submitted as a pdf by email will NOT be accepted. Similarly, please do NOT deliver your SIF in person as the school is not open to the public.

How will I know if I have registered online successfully?

You will receive an email response (to the email address you supply) within one school day of registering to say the form is logged. If you do not hear from us, please check your junk folder before contacting the admissions office.

What do I do after I have registered online?

The email confirming you have successfully registered online will include a pdf attachment of the information you provided (SIF). You **MUST PRINT** the pdf attachment (SIF) and attach a recent, colour, passport-size photo of your daughter to it. You must then sign and date the form, and post the completed form to the Admissions Office of The Tiffin Girls' School to be received by the SIF Deadline. We will **NOT** accept a scanned pdf (SIF) by email. Please do NOT try to deliver your SIF in person as the school is not open to the public. Remember your registration is not complete until we have received the printed, signed and dated SIF with your daughter's photo on it.

How will I know you have received my daughter's printed registration form (SIF) by the SIF Deadline?

If you register before the start of the summer holiday Thursday 15 July 2021, we will email confirmation that we have received your daughter's printed form. We will aim to do this within 10 school days. We will **not** confirm by telephone or respond to individual email enquiries due to the volume of registrations received. If you register during the summer holiday when the school is closed, you will only receive an email confirmation from us when we return, as the confirmation of receiving your printed form is sent manually. We encourage you to register and return your printed form before the start of the summer holiday so we can email confirmation within 10 school days.

The tests

When are the admissions tests?

The Stage One Test is on Thursday 30 September and Friday 1 October 2021. Any changes to this date due to Covid-19 will be published on the school website.

The Stage Two Test is on a Saturday in November 2021 for those invited (date will be confirmed on the website page).

When will you let me know the details about the day?

Details confirming timings and what your daughter should and should NOT bring with her will be sent approximately one week before the test day.

What are the admission tests like?

The admission tests are in English and maths. There are no past papers available.

The Stage One Test will be multiple-choice style tests. All answers will be entered on an answer sheet that is marked by computer.

How does my daughter answer the Stage One Test questions on her answer sheets?

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

1	2
<input type="checkbox"/> F	<input type="checkbox"/> L
<input type="checkbox"/> G	<input type="checkbox"/> M
<input checked="" type="checkbox"/> H	<input type="checkbox"/> N
<input type="checkbox"/> J	<input type="checkbox"/> O
<input type="checkbox"/> K	<input checked="" type="checkbox"/> P

In the first example on the left, the answer selected is H.

In the second example on the right, the answer selected is P.

A line is drawn through the letter. It may go outside the red brackets, but **MUST NOT** cross the outer blue line.

For the maths paper, the answers may be similar to those above, or they may be numerical. To record a numerical answer, the columns will represent single digits, tens, hundreds or thousands.

If the answer is a single digit answer, there will be one column in which to record your answer.

For a two-digit answer (tens), there will be two columns on the answer sheet.

For a three-digit answer (hundreds), there will be three columns on the answer sheet.

And so on.

Some examples of these types of answer are shown below.

In example 3, a single digit answer of 7 would be marked as:

3
<input type="checkbox"/> 0
<input type="checkbox"/> 1
<input type="checkbox"/> 2
<input type="checkbox"/> 3
<input type="checkbox"/> 4
<input type="checkbox"/> 5
<input checked="" type="checkbox"/> 6
<input type="checkbox"/> 7
<input type="checkbox"/> 8
<input type="checkbox"/> 9

In example 4, a three digit answer of 615 would be marked as:

Example 4		
<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0
<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 1
<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4
<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6
<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7
<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9

A time answer would be given as a four digit answer like a digital clock. An answer of 5 minutes past 7 in the morning (07:05) would be given as shown in example 5.

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

In all answers, it is important that the drawn line stays within the printed line of the column, but it does not matter if the drawn line crosses the bracket around each number.

When will I know the outcome of the Stage One Test?

We aim to email you the outcome on or around 13 October 2021. Please wait for the email. (No results will be given.)

When will I know the result of the Stage Two Test if my daughter is invited?

Only if you have NOT gained a higher preference school will you be sent your Stage Two Test results on 2 March 2022 after National Offer Day.

We will not mark the papers of any girl who has not applied to the school.

Do you make allowances for age?

For all tests, the raw marks are standardised and age-weighted.

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

The online registration asks you to provide details of any special needs or requirements your daughter may have. It is particularly important to tell us if your daughter has a disability, such as impaired sight or hearing, which may disadvantage her in the context of an examination.

It is also important to tell us if your daughter has been formally identified as dyslexic or as having dyspraxia and receives help at school, or has any other condition we ought to be aware of such as epilepsy, diabetes or ADHD. You will need to provide appropriate professional evidence and ask your daughter's primary school to complete an additional form well in advance of the tests, and by the deadline of 12.00 noon Wednesday 1 September 2021. Telling us will not disadvantage your child in any way.

Can my daughter bring her medication (e.g. adrenalin auto injector, inhaler) with her to the tests?

Your daughter can bring her usual medication with her to the test venue. It is important to provide details of her medical requirements on the registration form so that we can make sure the staff in the exam room are aware. If necessary, she can have her medication on her desk. You will need to send appropriate medical evidence (such as a prescription) before the SIF Deadline and preferably as soon as you register for the tests.

What does my daughter need to bring with her for the Stage One Test?

This may change again in 2021 but in 2020 girls were asked to bring:

- two ordinary HB pencils (not propelling)
- a rubber
- a pencil sharpener
- the candidate slip showing her individual details on the email we will send you
- hand sanitiser, face mask and disposable bag
- pack of tissues
- a small drink in a reusable plastic container (not metal as these can be noisy in an exam room)
- a snack that does not contain nuts
- any medication

Because the second session is near lunchtime, we are also happy for second session candidates to eat a small packed lunch in recyclable wrapping in their waiting area.

All information will be in the detailed instructions we send regarding the test day.

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

We offer lots of opportunities for girls to use the toilets before each test. They will be allowed to go to the toilet during a test if it is urgent but their test timing will NOT be adjusted for the time missed. Girls will be discouraged from going to the toilet during the last five minutes of the paper. Do not give your daughter lots to drink in her break, a small drink is sufficient.

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

If you arrive before the arrival time given in your letter, you will have to wait outside the school entrance and will not be allowed on site. Please remember there is no shelter, no toilet access and be prepared for possible inclement weather.

While we are getting everyone seated, girls are encouraged to talk to others in the room. Everyone is offered several opportunities to go to the toilet.

For the Stage One Test day there are normally two testing sessions on each day due to the large volume of girls who take the tests. What normally happens between the two testing sessions?

We need to ensure there is no confusion over departures and arrivals, so we will invite the second session candidates on site before the first session candidates come out of their exam rooms. The second session girls will be taken to their waiting area and can chat to other girls and go to the toilet while they are waiting. If they also wish to eat a small packed lunch while they are waiting, they can. As soon as the first session candidates have left, the second session candidates are moved to their exam room with all their belongings. It is only once they are in their exam room and everyone is ready to start that they will have to be silent. It is important that all girls are settled and as relaxed as possible so please make sure you arrive at the time given to you in your detailed instructions.

Why is the collection time approximate?

Our priority is to ensure all girls are settled and can do their best in the tests. If this means waiting while a small issue is sorted out, we do. Sometimes break can take longer than we plan – depending on how quickly we can ensure all girls have had a chance to go to the toilet. Parents will be asked to wait outside so please dress appropriately for inclement weather. Do not bring a dog with you as they are not allowed on the school grounds. Space is limited, your dog may delay departure and distress others.

Why can't I arrange to meet my daughter outside the school gate?

The Tiffin Girls' School is on a busy road and we ask that you stand in a waiting area on the school grounds appropriate for the room in which your daughter is sitting her exam. Please wait until your daughter comes to you. She will be escorted to the right area. Do not try to meet her elsewhere. Please follow the instructions given to you by staff and sixth formers.

What if I am late collecting my daughter?

Please arrive at the time you are given. If you are late, initially your daughter will wait at the arranged collection point, supervised by staff and sixth formers. If you are very late, we will have moved her to the main reception area. Office staff will phone you to ensure you are on your way.

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

Girls are not allowed to make their own way home unless they can show a member of staff a letter that gives permission. The letter must be provided by a person with Parental Responsibility for that child.

Where can I park?

Preferably walk, bicycle or use public transport to avoid traffic congestion. The nearest designated cycle parking is at the top of St Albans Road and in nearby Canbury Gardens. If you do come by car, please use the public car parks in Kingston town centre not neighbouring roads. There is a [Journey Planner](#) here and on the school website. Please check in advance how to get to The Tiffin Girls' School (and NOT Tiffin School) to take the tests, allowing sufficient time for traffic, preferably by doing a trial run at rush hour. Our post code is **KT2 5PL**.

There is no car parking at the school and cycle parking could delay entry and exits to the rooms, as your child will not necessarily leave by the same exit. DO NOT park at the school gates to drop off or pick up children. The Richmond Road will be coned off and parking enforcement officers will be patrolling neighbouring roads.

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

DO NOT bring her to the tests. Email admissions@tiffingirls.org or telephone 020 8546 0773 ON THE DAY if this is the case. (Please note the telephone will not be answered on the Stage Two Test day as this is a Saturday.) You will then need to send us supporting proof for her absence which will enable us to make arrangements to test her another day.

What if my daughter becomes ill during the tests?

We will give your daughter time to recover, but she will have to complete the test she has started. If she is recovered and is well enough to sit the other paper, we will ask her if she wants to stay. If she does not want to stay or is not well enough to stay, we will telephone you to collect her and make arrangements for her to sit the other paper another day.

What happens if I lose my detailed instructions?

Details are being emailed, so check your email first, including your junk folder. If you do not have the information you need to bring her at the right time to the tests, contact the Admissions Office.

If you have further questions, please check the school website Year 7 admissions section before contacting the Admissions Office on admissions@tiffingirls.org Note: we do not respond to questions about the tests themselves or questions that would otherwise disadvantage other girls.

These FAQs may be updated or amended in line with government guidelines around Covid-19 and special precautions for the tests in line with the national situation nearer the time.