



The Tiffin Girls' School

Determined Admissions Arrangements

For In Year entry in the Academic Year 2021 – 2022

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.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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.
- 8.6. 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 8.7.
- 8.7. 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:
 - 8.7.1. Currently Looked After Children and previously Looked After Children. Applications under this criterion must be accompanied by professionally supported evidence, then
 - 8.7.2. 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
 - 8.7.3. Girls whose permanent place of residence is within the Inner Area, then
 - 8.7.4. Girls whose permanent place of residence is within the Designated Area of the School, then
 - 8.7.5. Girls whose permanent place of residence is outside the Designated Area of the School (see the ADVICE note in DAA,Year7).
- 8.8. 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.

- 8.8.1. 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.
 - 8.8.2. 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.
- 8.9. 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 The applicant will be invited in for testing at the next available opportunity (the School runs In Year selection tests towards the end of most terms for entry 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