



Frequently Asked Questions about Year 7 admissions in September 2019

Where can I find the admissions policy?

[Click here](#) to link to the Admissions Arrangements for 2019. These are the admissions policy. Please read carefully.

Do disadvantaged children receive any priority when places are allocated?

Up to 60 girls who qualify for receipt of Pupil Premium Funding and girls who are Looked After Children or Previously Looked After Children will receive priority ranking. Girls must score highly in the Stage Two Test and live in the Inner Area or Designated Area to be given priority ranking as disadvantaged children. This is explained in section 5.1.2 of the admissions policy.

Girls who receive Pupil Premium Funding are those who 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.

What is the Inner Area?

The Inner Area part of the Designated Area is our neighbouring electoral wards listed on page 6 of the admissions policy.

Some of the 60 priority places in section 5.1.2 of the admissions policy are also for the highest scoring girls in the Inner Area.

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

Your local authority website or property search engines such as www.streetcheck.co.uk will tell you which electoral ward you live in if you enter your post code. Once you know your electoral ward, you can see on page 6 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 postal districts listed on page 6 of the admissions policy. All places have been offered to girls living in the Designated Area since it was introduced.

The permanent place of residence is the address where your daughter is living full time and this is the address you must give on your application.

How many girls will gain a place in September 2019?

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 process, 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.

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 online in the normal way, ensuring you provide us with information so 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. It means you may name The Tiffin Girls' School as one of your choices on the application. All those who sit the Stage Two Test and who have named the school on their application will be ranked on their Stage Two Test mark. The Stage One Test mark is not taken into account. Only those who do not gain a place or a higher preference school will be sent their Stage Two Test mark.

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

How the school ranks those who have sat the Stage Two Test is detailed in the Selection Criteria in section 5.1 of the admissions policy, and summarised briefly at the start of these FAQs.

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 2019. 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 from Monday 11 June 2018 to 12.00 noon on Monday 3 September 2018.

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

The registration is open from Monday 11 June 2018 to 12.00 noon Monday 3 September 2018.

When is the registration deadline?

You will not be able to register online after the deadline of 12.00 noon Monday 3 September 2018. You must return all paperwork to the school by this deadline.

What if I have registered online but have missed the deadline to return the paper form (SIF) and any other medical paperwork?

If you have proof of exceptional circumstances, you have until 12.00 noon on Wednesday 12 September to get your PRINTED form (SIF) returned to us. Scanned pdfs (SIFs) by email will NOT be accepted. Remember to enclose supporting professional evidence of any medical conditions listed.

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. 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. We will **NOT** accept a scanned pdf (SIF) by email. 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)?

If you register before the start of the summer holiday Thursday 19 July, 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. 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 Tuesday 2 October 2018.

The Stage Two Test is on Saturday 10 November 2018 for those invited.

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.

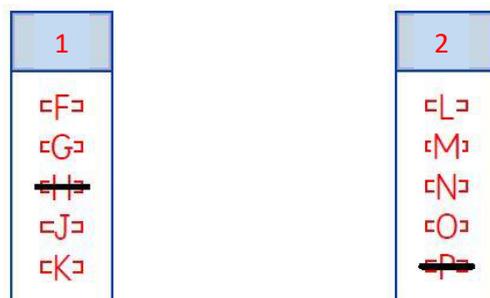
What are the admission tests like?

The admission tests are in English and maths. Past papers are not 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:



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
0
1
2
3
4
5
6
7
8
9

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

Example 4		
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	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	:	0	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 get the results?

The outcome of the Stage One Test will be sent the week of 15 October 2018. Only if you have **not** gained a place at The Tiffin Girls' School or a higher preference school will you be sent your Stage Two Test results on 4 March 2019, 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 medical conditions 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.

You must also 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 should be aware of. You will need to provide appropriate professional evidence before the SIF Deadline and preferably as soon as possible. Telling us will not disadvantage your child in any way.

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

Your daughter can bring her usual medication with her to the test venue. If it is important to provide details of her medical requirements on the registration 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?

Your daughter should only bring her identification details we will send you, a small drink, a small snack that does not contain nuts [two if preferred for the afternoon session (see below)] and her listed medication/s (if any). We will provide pencils and an eraser. 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?

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

What happens between the two testing sessions?

We only have two entrances and 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 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 wish to have a small snack 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 bring your daughter to arrive at the time given to you in your detailed instructions.

What time will the tests finish?

We can only confirm an approximate collection time because 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. All rooms start the tests at the same time and sometimes breaks 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 may be asked to wait for a short while at the Kingston gate (the gate nearest to Kingston) if we are slightly overrunning.

What if I am late collecting my daughter?

Initially your daughter will wait at the arranged collection point in the playground, 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?

Parents are asked not to drive to school to avoid traffic congestion but to use public transport advised in the [Journey Planner](#) on the school website. If you must come by car, please use the public car parks in Kingston town centre not neighbouring roads. 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 parking at the school. 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. 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?

If you do not have the information you need to bring your daughter to the tests, please contact the Admissions Office.

If you have further questions, please check the school website [Year 7 admissions section](#) or contact 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.