



The Tiffin Girls' School

Determined Admissions Arrangements

For In Year Admissions in the Academic Year 2019 – 2020

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.