

1. DETERMINED ADMISSIONS ARRANGEMENTS FOR ENTRY TO YEAR 7 IN SEPTEMBER 2011

The Tiffin Girls' School will admit 120 girls into Year 7 in September 2011.

Only girls born between 1 September 1999 and 31 August 2000 can apply for entry in September 2011.

Places at The Tiffin Girls' School will be offered to girls on the basis of selection by ability as shown by their performance in two selection tests, of Non-Verbal Reasoning and Verbal Reasoning, standardised for age (within the eligible year group).

1.1 The admission procedure

The current School Prospectus, the Supplementary Form for September 2011 entry and answers to frequently asked questions will all be placed in the admissions section of the Tiffin Girls' School website (www.tiffingirls.kingston.sch.uk).

1. Parents of applicants should contact their home Local Authority for the area in which they live in order to obtain its Common Application Form for secondary schools admission.
2. They should then fill in their preferred schools in order of preference remembering that if they qualify for admission to more than one school they will be offered **ONLY** their highest preference.
3. Parents should then return the Common Application Form to their home local authority by the stated deadline.
4. The Supplementary Form should be returned with an attached photo to Tiffin Girls' School by the stated deadline.
5. Parents will receive details about the examination about a week before the examination.

1.2 Number taking the tests

Over 1000 applicants sit the selection tests each year.

1.3 Method of testing and of offering places

Selection for admission to the school is by ability as measured solely by reference to performance in the two tests (one of the verbal reasoning and one of non-verbal reasoning) within the time allowed for these two tests. The tests are prepared exclusively for the Tiffin Schools by GL Assessment and differ from any tests which are publicly available to parents. Past test papers are similarly not available; however practice papers are produced by GL Assessment and are widely available at stationers. The unique nature of the tests make it difficult to prepare for the tests as they are not based on the content of the school's curriculum. However, familiarisation elements, which are not marked, are included. The results of the tests are not comparable to those for other schools' entrance tests.

The raw scores achieved by each applicant are standardised to take account of the varying ages of the candidates and then ranked in order. This ranked list will be submitted to Kingston Local Authority to be processed under the requirements of the Pan London Co-ordinated Admissions Scheme. In the event of a tied score to fill 120 places, a place or places will be offered to the child or children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using Kingston School Admissions' computerised Geographical Information System.

Kingston Local Authority will exchange information with other local authorities to identify the single highest offer available for each eligible applicant. 120 places for Tiffin Girls' School will be offered on 1 March 2011 (i.e. letters will be posted on 1 March 2011). Letters will come from the home Local Authority. In all cases parents have two weeks to accept an offer.

1.4 Waiting list

From 1 March 2011, the waiting list will be held in rank score order and will automatically consist of the names of children who have not had a higher preference offer.

The names of girls who have sat the test and who have been offered a higher preference school will be removed from the waiting list. Parents of these girls can request that their child's name is added to the waiting list and their name will be added in criteria order.

The waiting list will be maintained from 1 March 2011 until 31 December 2011. During this period if the admission number for Year 7 falls below 120 and there is a vacancy, a further offer will be made from the waiting list to the next child on the list. If there is more than one girl who achieves the score at which the next offer is made, the place will be offered to the girl who lives nearest to the school, as measured using Kingston School Admissions' computerised Geographical Information System. Any remaining girls who achieve the same score will remain on the waiting list in distance order, followed by the next pupil on the list in descending order of standardised score. The last score at which a place is offered by 31 December 2011 will be the cut-off mark for that year group. After 31 December 2011, there will no longer be a waiting list. Candidates who have taken the test but have not achieved the cut off score at the close of the waiting list will not be considered for a place in Years 7 to 11 at any future time.

1.5 Late applications

Late applications must be made via the home Local Authority of the applicant's parents and will only be accepted if the application is considered to be on-time within the terms of the home Local Authority's scheme. The application will be passed to Tiffin Girls' School via Kingston Local Authority. Any such applications will need to be received by Kingston Local Authority by 10 December 2010, to enable them to be considered alongside applications received by the closing date. Any late applications received after 10 December 2010 but before 1 March 2011 will be considered after all the on-time applications are processed.

1.6 Appeals

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

2 DETERMINED ADMISSION ARRANGEMENTS FOR ENTRY INTO YEARS 7 TO 11 POST 11+ TESTS (IN YEAR ADMISSIONS)

2.1 Overview

Admission into any year group will only be possible if the number of pupils in that year group falls below 120. Entry will be by testing for the appropriate year group by The Tiffin Girls' School.

Only pupils who previously gained the final cut-off mark or higher in the 11+ tests, or who are new applicants, will be eligible to be tested. A place will be offered to the highest achieving girl who is of the required standard in the selection tests. In the event of a tied score, a place will be offered to the girl who lives nearest to the school as measured using Kingston School Admissions' computerised Geographical Information System.

Candidates who take any selection test, whether at 11+ or later, and who do not gain the required mark will not be re-tested at any further time for a place in Years 7 to 11.

2.2 In Year Admissions Procedure

The parents of a girl wishing to join Tiffin Girls' School once the 11+ selection tests have been completed must contact their home Local Authority and complete a Common Application Form for In Year Admission. The home Local Authority will then contact the Local Authorities of any school named on this form.

Tiffin Girls' School will be notified by the Royal Borough of Kingston of any in year applicants, who will then be placed on the waiting list.

If the number in the year group that is appropriate to the applicant's date of birth falls below 120, all applicants on the waiting list will be invited to sit a selection test. Each applicant will at that stage also have to complete a Supplementary Information Form, which must be received by the school before the day of the test. Each applicant will have to take a test in mathematics, English, and modern foreign language/s. From those girls who pass all of the tests, a place will be offered to the girl that attains the highest average across all of the required tests. In the event of a tied score, a place will be offered to the girl who lives nearest to the school, as measured using Kingston School Admissions' computerised Geographical Information System.

More detail on the tests to be taken for entry to each year group can be found in the in year admissions section of the Tiffin Girls' School's website (www.tiffingirls.kingston.sch.uk/overage)

Tiffin Girls' School will then notify The Royal Borough of Kingston of the outcome of the test, and they in turn will update the home Local Authority of each applicant of the outcome.

3 DETERMINED ADMISSIONS ARRANGEMENTS FOR ENTRY TO YEAR 12 IN SEPTEMBER 2011

3.1 Overview

Only girls born between 1 September 1994 and 31 August 1995 can apply for entry to the sixth form in September 2011.

The minimum qualification for entry into the sixth form is eight GCSE “passes” (grades A* - C), or AS grades A - E, including English, mathematics and a science at GCSE level.

Approximately 20 external candidates will be admitted. More places may be available to external candidates depending on the options choices made by the internal applicants, the availability of staffing and the options choices of other external applicants.

The entry criteria for external applicants are the same as for students already in the school except that applications from internal candidates will be considered first.

3.2 Admissions procedure

1. Applicants either download an application form from the school website or obtain a hard copy from the school office
2. Applicants complete the application form.
3. Applicants return the application form along with a copy of their end of Year 10 report.
4. The school acknowledges receipt of the application and sends each applicant a reference form on to which they write their names and the subjects they are taking in Key Stage 4. They then pass this reference form to their current school.
5. The current school completes the reference form, and returns it to Tiffin Girls' School. No reference form other than the official Tiffin Girls' School form can be accepted.

3.3 Numbers applying

340 students applied in September 2009.

3.4 Entry criteria for specific subjects

Note that all of the following apply to students already in Year 11 at Tiffin Girls' School as well as to external applicants.

Students should have achieved an A or A* in the subjects they wish to study at A Level. For those AS subjects not offered at GCSE, each has a specified GCSE entry qualification:

- for psychology A Level, the entry requirement is an A or A* in either English Language GCSE or English Literature GCSE
- for philosophy A Level the entry requirement is an A or A* in either English Language GCSE or English Literature GCSE
- for classical civilisation A Level, the entry requirement is an A or A* in either English Language GCSE or English Literature GCSE
- for economics A Level it is an A or A* in mathematics GCSE.

In addition, students wishing to apply for biology, chemistry or physics A Level must have studied separate science at GCSE. The extended knowledge and skill base that the study of the separate sciences gives is needed in order to study any of the sciences at A Level because of the pace and depth of science A level teaching at The Tiffin Girls' School, where there are time restrictions of 4 hours teaching per A level science qualification each week (due to budgetary constraints) while the examination boards' recommendation is 5 hours teaching time per week per A level science qualification. 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.

- Students wishing to study A Level biology must have obtained an A or A* in biology GCSE
- Students wishing to study A Level chemistry must have obtained an A or A* in chemistry GCSE
- Students wishing to study A Level physics must have obtained an A or A* in physics GCSE.

3.5 Oversubscription criteria

Applications from internal applicants will be considered before those of external applicants.

The oversubscription criteria, in priority order, will be:

1. an assessment based on the professional judgement of The Tiffin Girls' School staff, of both the grades awarded by the applicant's current teachers on her end of Year 10 report, and the predicted grades awarded by the applicant's current teachers on the Tiffin Girls' School's official reference form;
2. any other relevant professional judgements provided by the applicant's school in the form of report grades or grade sheets;
3. the demand for places in each of the 4 subject areas the candidate has indicated they wish to study;
4. the combination of subjects selected by the candidate (see 3 above);
5. staffing constraints in A level subjects at The Tiffin Girls' School.

3.6 Method of offering places

The professional judgment of staff at The Tiffin Girls' School, and at the applicant's present school, will both be taken into account when assessing an application. Conditional places will be offered by applying the criteria above, and by assessing appropriate academic grades contained in both an applicant's end of Year 10 report and the reference obtained from their current school. These grades will include predicted grades, target grades, and current grades.

As has been done by Tiffin Girls' School for a number of years, 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 go elsewhere to study for their A Levels.

3.7 Waiting list

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

3.8 Appeals

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



THE TIFFIN GIRLS' SCHOOL

SUPPLEMENTARY INFORMATION FORM

FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2011

To apply to take the Tiffin Girls' School entrance examination you must include The Tiffin Girls' School on your home local authority secondary school common application form, AND return this Supplementary Information Form to The Tiffin Girls' School.

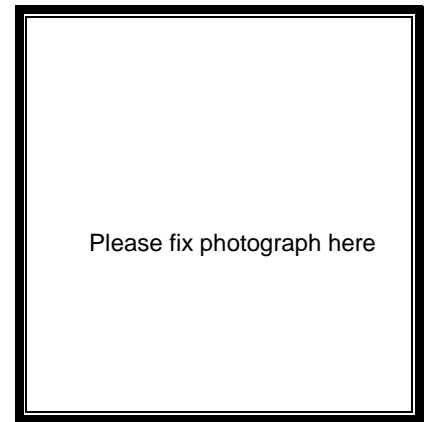
Daughter's details

| | |
|---------------|----------------|
| FIRST NAME | SURNAME |
| Date of Birth | Current School |

Parent's/carer's details

| | | |
|---------------|------------------|---------|
| Title | Initials | Surname |
| Address | | |
| Home tel. no: | Daytime tel. No: | |

SPECIAL NEEDS: If your daughter has any special educational needs that we should know about please attach separate letter. Special arrangements may be made for children with disabilities.



You should be aware of the admission criteria for the school and the arrangements for the test. Please ensure you have read a copy of 'Which Secondary School? 2011', which you can obtain from Kingston Council or at www.kingston.gov.uk.

Please inform the school in writing if you change your address after submitting this Form.

THIS FORM SHOULD BE RETURNED DIRECTLY TO THE TIFFIN GIRLS' SCHOOL AFTER 1 SEPTEMBER 2010 BUT BEFORE 31 OCTOBER 2010.

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If you would like acknowledgement of receipt of this form, please sign below and enclose a stamped, addressed envelope.

Signature:

Applicant's name:

Signed:
Admission Department – The Tiffin Girls'
School