

ADMISSION POLICY FOR ENTRY SEPTEMBER 2011

The policy for September 2011 has no changes from our previous policy except that 'In-year' admissions now need to be applied for through your home Local Authority.

Please also note that the entrance tests for Tiffin School are planned to take place on Thursday January 6th 2011

Admission into Year 7

Boys gaining the highest aggregate marks in two nationally recognised reasoning tests (one verbal and one non-verbal) will be offered places in order, until 140 have been accepted. The marks will be age-weighted so that the allocation of places to boys who have obtained the same aggregate score will favour the younger applicants.

ADMISSION PROCEDURE (For entry into Year 7 at 11+ in September 2011)

1.

Check Tiffin School website or contact Tiffin School regarding the School Prospectus, the Supplementary Information Form and further information.

Contact the Local Authority for the area in which you live in order to obtain its common application form for secondary schools admission.

Fill in your preferred schools in order of preference remembering that if you qualify for admission to more than one school you will be offered ONLY your highest preference.

Return the common application form to your Local Authority by the stated deadline.

Return the Supplementary Information Form with attached photo to Tiffin School.

You will then receive details about the examination which your son will sit at Tiffin School.

NOTES OF CLARIFICATION

To apply for a place at Tiffin School for September 2011 you must complete and return both your Local Authority common application form **and** the Tiffin School Supplementary Information Form.

Age

Only boys born between 1 September 1999 and 31 August 2000 inclusive may apply to take the tests for entry to the School in September 2011.

Number taking the tests

1314 boys sat the tests for entry in September 2010.

Method of Testing

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 and the results standardised, exclusively for the Tiffin Schools, by the National Foundation for Education Research (NFER) and differ from any tests which are publicly available to parents. Past test papers are similarly not available; however practice papers are produced and standardised by NFER 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.

Method of offering places

Tiffin School 16 March 2010

The raw scores achieved by each applicant are standardised to take account of the varying ages of the candidates and then ranked in order. The names of those boys achieving the highest total standardised scores will be submitted to Kingston Local Authority as potentially having met the Tiffin admissions criteria. Kingston Local Authority will exchange information with other local authorities to identify the single highest offer available for each eligible applicant. 140 places for Tiffin School will be offered on 1 March 2011 (i.e. letters will be posted on 1 March 2011). Letters will come from your home Local Authority. In all cases parents have two weeks to accept an offer.

Late applications

Late applications must be made via the home Local Authority 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 School via Kingston Local Authority.

Any such applications will need to be received the home Local Authority by 10 December 2010, to enable them to be considered alongside applications received earlier.

Any late applications received after 10 December 2010 but before 1 March 2011 will be considered after all the on-time applications are processed.

Waiting list

From 1 March, the waiting list will automatically consist of children, in ranked score order who have not had a higher preference offer.

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

The waiting list will be maintained from 1 March until 31 December 2011. After this date, there will no longer be a list. Candidates who have taken the test but who have not achieved the cut off mark and therefore not been offered a place by that date will not be considered for a place in Years 7 to 11 at any future time.

APPEALS

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

Admission into Years 7 to 11 after the start of term in September 2011

In accordance with statutory regulations, from September 2010 onwards, any application for a school place for Year 7 to 11 must not be made directly to the school. All applications must be made via the Local Authority where the applicant lives (the Home LA).

Applicants for places after the normal age of admission will be considered by the Tiffin Governors' Admissions Committee. Offers will be made only when vacancies occur in the right year group, that is, if the number of pupils in the year group falls to 139. For admittance into Year 7, boys who took the entrance examination and who are on the waiting list (as described above) will remain on the waiting list until 31 December 2011. If vacancies exist, places will be offered to those with the highest ranking on the waiting list. From then on for Year 7 to 11, boys who gained the cut off mark or higher, or who are new applicants, will be eligible to be tested and those gaining the required standard will be offered places if vacancies occur.

Tiffin School 2 16 March 2010 Tiffin School 3 16 March 2010

Admission to Year 12 in September 2011

All boys in the current Tiffin Year 11 who meet the grade criteria of at least 4 A grades and 2 B grades at GCSE including English language and Mathematics for entry will have priority for Sixth Form places. The remaining spaces for Sixth Form entry will be filled according to the admissions policy.

We aim to admit up to 45 new boys, i.e. external applicants to the Sixth Form. Numbers will vary depending on combination of courses and availability of spaces. A reserve list will also be kept in case the number of successful candidates falls below the number we aim to admit.

All application forms must be completed and returned by 17 December 2010. A copy of the student's end of Year 10 and most recent school report must be included with the form for the application to be accepted. Competition for places is strong, and late applications might not be considered.

Admissions criteria:

1.

The student must be expected to achieve at least the standard entry requirement of 4 A grades and 2 B grades at GCSE including English Language and Mathematics

Students must be 16 on 31 August 2011

Oversubscription criteria for external candidates:

1.

Assessment of predicted GCSE grades and other appropriate grades based on professional judgement of staff at Tiffin School and the professional judgement of staff at the candidate's current school

The demand for places in each of the 4 subject areas the candidate chooses to study

Staffing constraints in A level subjects at Tiffin School

Based on the evidence available from the application form, report, information from the current school and predicted grades, students who most satisfy the admissions criteria will be invited for a meeting to discuss subject options, and may subsequently be made an offer of a place at the School. Meetings normally take place in the Spring term, and it is expected that a parent/guardian will attend this meeting with the prospective student.

Entry requirements:

The standard offer will be 4 A grades and 2 B grades at GCSE, including English Language and Maths.

The student must have a grade A, or A* in three of the subjects he wishes to study in the sixth form and at least a grade B in the fourth.

Special course requirements:

For all foreign languages, and mathematics, at least a grade A in the relevant GCSE is required.

For all sciences, at least grade A in the relevant science, or grade A in Additional Science, is required.

For Further Mathematics, a minimum of a grade A* at GCSE mathematics is required.

For Accelerated Maths (Mathematics plus AS Level Further Mathematics in the time allocated to a single A level) a grade A* at GCSE and evidence of success beyond GCSE are required.



Tiffin School

SUPPLEMENTARY INFORMATION FORM

For entry into Year 7 in September 2011

To apply to take the Tiffin Entrance examination (**being held at Tiffin School on Thursday 6 January 2011**)

- you must include Tiffin School on your local authority secondary school Common Application Form. Failure to include Tiffin School on your local authority CAF form will result in your son being unable to sit our test.
- complete **and** return this Supplementary Information Form to Tiffin School by 31 October 2010. Only boys born between 1 September 1999 and 31 August 2000 inclusive may apply to take the test.

Son'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 son has any special educational needs that we should know about please attach separate letter. Special arrangements may be made for children with disabilities.

Please write your son's name on the back of his photograph and securely stick his photograph here.

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, and your local authority in writing if you change your address after submitting this Form.

This form should be returned directly to Tiffin School, Queen Elizabeth Road, Kingston upon Thames, KT2 6RL, by 31 October 2010.

Tiffin School – DfES Number is 314 5400

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

Please remember that to apply to take the Tiffin Entrance examination you must include Tiffin School on your local authority secondary school common application form.

Signature :

Applicant's name:

Signed:
Admission Department – Tiffin School

Details of testing arrangements will be posted on Friday 3 December 2010 (Test date 6 January 2011)