



Tiffin School

Admissions Policy

For entry to Sixth Form
in the
Academic Year 2019-2020

The section below relates to Sixth Form only and is an extract from the Determined Admissions arrangements 2019.

Admission to Sixth Form in September 2019

Paragraphs 14 to 20 relate to Sixth Form Admissions only

14 Admissions Authority

Tiffin School is an academy and therefore is its own admissions authority.

15 Overview

15.1 Students must normally be 16 on 31 August 2019. Applications for students outside that age group will be considered according to the individual circumstances of the case; details should be supplied in writing to the Admissions Department (Sixth Form) at Tiffin School.

15.2 The minimum qualification for entry into the Sixth Form (the entry requirements) is 8 GCSE grades from the qualification list (see Appendix E), with an average grade of 6.625. The student must also have a grade 5 or higher in English Language and Mathematics, which may or may not be included in the average grade calculation. The applicant must have a grade 7, 8 or 9 in three subjects that are to be studied in the Sixth Form.

15.3 All students in the current Year 11 at Tiffin School who meet the entry requirements and their course requirements will continue into the Sixth Form, if they wish.

15.4 A minimum of 40 places will be filled by external applicants to the Sixth Form; final numbers will vary depending on combination of courses, availability of spaces and the number of Tiffin Year 11 students who move into the Sixth Form.

15.5 Course requirements as explained in paragraph 18 must be met.

16 Application Process for External Applicants

16.1 To apply, the applicant should complete the on line application form on the Tiffin School website. Students are entitled to apply in their own right.

16.2 All application forms must be completed and returned by 21 December 2018. Competition for places is strong, and late applications may not be considered.

17 Oversubscription Criteria for External Applications

17.1

- i) Applicants will be ranked by their average GCSE points score, based upon our assessment of their estimated grades in their best 8 GCSEs from the qualifying list (see Appendix E).
- ii) Subject to place availability on courses, places will be offered to the applicants with the highest average scores. Offers will be conditional on the applicant meeting the entry and course requirements in their GCSEs.
- iii) On offering a place, a meeting with the applicant will be arranged so that subject options can be discussed.

- iv) Those not offered a place, but who are predicted to meet the entry and course requirements, will remain on the waiting list and will be able to supply their GCSE results for consideration in August.
- v) If places for courses are still available in August, applicants on the waiting list who have met the entry and course requirements will be ranked on their actual GCSE average point score in their best 8 GCSEs from the qualifying list (see Appendix E). Places will then be offered to the applicants with the highest average GCSE score.
- vi) If there is a tie for the final place, the place will be offered to the applicant who lives nearest to Tiffin School, using a standard method of measuring home to school distance.

17.2 Kingston Schools Admissions (part of Kingston Local Authority), will measure the straight line distances using their computerised Geographical Information System.

17.3 The starting point is a grid reference point in the home address determined by the address point data supplied by the Ordnance Survey. The home address must be the 'Permanent Place of Residence' of the student as defined by the Home Local Authority (see Appendix B for further information). Residents of every floor in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. The end point is measured to the applicant's nearest Tiffin School pedestrian gate (there are two pedestrian entrances, at London Road and Birkenhead Avenue).

17.4 In the event of a tie of both average GCSE point score and distance, the place will be allocated by random selection, where a person independent to the school will make the draw.

18 Specific Course Requirements:

18.1 For students wishing to study a science course at A Level, having followed a Combined Science course at GCSE, an average of a grade 7 is required.

18.2 For students wishing to study all three sciences, having followed a Combined Science Course, at least an average grade of 7.5 is required.

18.3 For Economics, a grade 7 or higher at GCSE in English Language or English Literature **and** a grade 7 or higher at GCSE in Mathematics are required.

18.4 For Politics and Government, a grade 7 or higher in History, or English Literature or English Language is required.

18.5 For Music, it is expected that students will have passed Grade 5 Theory or General Musicianship before starting the course, and to be of minimum Grade 6 standard on an instrument. GCSE Music is not a requirement for this course.

18.6 For Further Mathematics, a grade 9 at GCSE Mathematics is required.

19 Children with an education, health and care (EHC) plan / Statement of Special Educational Needs

Please contact your SEN case worker or Home Local Authority for further information regarding the transition to Sixth Form.

20 Appeals

Parents / Carers and students are able to appeal jointly or separately against a decision refusing a student admission and, where they appeal separately, the appeals will be heard together.

Appendix A

Supplementary Information Form (For entry to Year 7 - Registering for the Stage One Tests)

Please note, applicants who live less than 10 Km from Tiffin School, measured as a straight line, live in the Inner Priority Area. Those who live less than 14 Km but 10 Km or more from Tiffin School live in the Outer Priority Area. If you do not live in either Priority Area, you should consider very carefully if you should register your son to sit the test and make an application for a place at Tiffin School on your common application form. Since introducing the initial Priority Area, places have only been offered to those who live within 14 km of the School.

The Supplementary Information Form (SIF) will be available on Tiffin School website from Tuesday 5 June 2018 to Thursday 6 September 2018. We encourage you to register your son by the end of the summer term Thursday 19 July 2018, to help our administration.

The SIF is an on line application form. Complete all the details carefully and accurately, taking particular care with your email address (which is used for all communication) and submit to us.

An automatic reply (that includes a copy of your SIF and that requires further action) will confirm receipt of your details.

You must check the SIF to ensure the information is correct.

To complete the registration process, you must then print, sign and return a copy of the SIF to us that has a recent passport sized photo of the named applicant attached. You must also attach any relevant paperwork / documentation regarding Special Educational Needs or serious medical issues.

Only when the School has received the hard copy of your completed SIF is your son registered to take the tests.

All paperwork **MUST** be received by **Thursday 6 September 2018**

Appendix B

Permanent Place of Residence.

As part of the admissions process, your Council records are checked by your local authority to confirm that the address you have given in your application is your child's permanent home address.

Below is the information that Kingston local authority gives in their Kingston Secondary Guide.

Proof of address

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's correct home address.

You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend.

The address you give on your application must be the one where your child is living permanently and must be the address where your family normally lives. An application can only be made from a single address and only a single application made for each child.

The list below is not exhaustive and your circumstances may fit more than one description.

- If you own more than one property, we will ask you to provide further evidence to demonstrate where you and your child normally live.
- If you own a property which is, or has previously been, used as your home address and you state that you are living at, and apply from, a different address, we will treat the second address as temporary. Therefore, we will use the address of the property which you own as the valid address for school admissions purposes.
- If you own or rent a property, and you buy or rent another property or live with family or friends temporarily, and state that this is your and your child's home address, we will not use the second address for school admissions purposes.
- Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent or carer receiving child benefit. If you are not eligible for child benefit, please provide a legal document to confirm your arrangements. We will consider all available evidence that you provide to support your application.
- If you move after submitting your application, you must inform the School Admissions Team as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for school admissions purposes.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must provide evidence to support the reason for your move.
- If you move to a new address without telling us and secure an offer, based on your old address, of a school place that you would not have been offered based on the new address, we will treat this as misleading information and the offer of the school place will be withdrawn.
- If you move to a new address and have advised us, once our address verification procedures have been satisfied, we will revise your child's position on the waiting lists for each of the schools that you prefer so that you receive the correct outcome.
- If such a move takes place after you have received an offer of a school place, in order to be permitted to retain the offer, you must satisfy the Council that the change of address was not anticipated prior to the offer of a school place.
- If you use an incorrect address this will be treated as an attempt to obtain a school place on the basis of false information and your application will be withdrawn.

Appendix C

Looked after children or previously looked after children

Currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22 of the Children Act 1989, at the time an application for a school is made;
- children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.

Required evidence for a looked after child:

If you are applying for a child who is currently in the care of a local authority, you must enclose a letter from the child's social worker which confirms that the child is currently subject to a section 20 Children Act 1989 agreement (signed by parent(s) and the local authority), or a current interim care order or a current final care order.

Required evidence for a previously looked after child

You must provide documentary evidence to show that the child was in care immediately before the adoption, child arrangements order or special guardianship order, along with a copy of the relevant order (see below).

- an adoption order made under the Adoption Act 1976 or Adoption and Children's Act 2002; or
- a child arrangements order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act 2014); or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

Appendix D

Pupil Premium / Service Pupil Premium

If your son:

- has been eligible for means tested, free school meals; or
- is a looked after or previously looked after child (see above); or
- is registered as a service child at his current school;

his current school will receive a pupil premium payment for him. If in doubt, you should check with your son's school.

Appendix E

Course qualification list

The subjects listed below are the only ones that will be used to calculate the average GCSE point score based on the best 8 subjects:

English Language	History	French	Latin	Dance	Design Technology	Biology
English Literature	Geography	German	Greek	Drama	PE	Chemistry
Mathematics	Religious Studies	Spanish	Music	Art	Combined Science (Two grades)	Physics