



Policy Name:	Admissions Policy	
Owner:	Headmistress	Last review Date: August 2018
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By Compliance Committee		by Governance Committee
Policy revised as regulations or review demands.		

Mayfield School was founded by the Sisters of the Holy Child Jesus in 1872 to advance the Roman Catholic religion and to advance education in the Roman Catholic tradition. The School is responsible to its governing body in accordance with its Articles of Association and Instrument of Government.

Cornelia Connelly, our Foundress, wanted to educate the girls in her care to ‘be yourself, but be the self that God wants you to be’. To this end, the School treats every applicant as an individual. This means that when assessing whether to offer a place to a prospective pupil, we take into account a diverse body of information. The School needs to be sure that Mayfield is the right choice for each girl and that she will be happy, successful and able to cope with the academic expectations the School has of its pupils. We are looking to admit girls who will not only flourish academically, but who will contribute generously to the wider life of the School and so develop the skills to accept the challenge of responding to the needs of the society in which they live and work.

When there are more applications than places available, priority will be given in accordance with the oversubscription criteria listed below. The School expects to work closely with parents and guardians; by applying to Mayfield, they are declaring their support for the aims and ethos of the School.

Admission to Year 7 (11+ entrance)

Girls applying to join the School in Year 7 should be registered by the beginning of the Autumn Term of the year preceding entry, if not before. All candidates for entry into Year 7 will sit Mayfield’s Entrance Examinations in English, Maths and Reasoning, and will have the opportunity to be involved in a series of group discussions and team-building. Each girl will have the opportunity to talk with the Headmistress and Head of Lower School, either alone or in small groups. Entrance tests are usually held in the November preceding the year of entry. Where applicable, offers of places will be made before the beginning of the Christmas holidays.

Academic Scholarships will be awarded on the basis of performance in the School’s 11+ entrance examinations and parents will be informed of any scholarship in the offer letter.

Admission to Year 9 (13+ entrance)

There are several routes to Year 9 entry, but all girls applying to join the School in Year 9 should be registered by the beginning of the Autumn Term of the year preceding entry, if not before.

Those girls sitting ISEB 13+ Common Entrance Examination will be invited to Pre-assessment testing in the Autumn Term of Year 8. Given a satisfactory performance, an offer will be made, subject to satisfactory performance in CE examination.

Candidates not applying via the Common Entrance route will be required to sit the Mayfield Entrance Examinations. This will consist of papers in English, Maths, the Sciences and Reasoning, in addition to an interview with the Headmistress and Head of Middle School. Firm offers will be made on the basis of performance in these examinations.

Academic Scholarships will be awarded on the basis of strong performance in the Mayfield Entrance examinations and additional assessments to include History, Geography, Religious Studies, a Modern Language and Latin (if applicable).

13+ academic scholarships are also open to current Year 8 Mayfield pupils.

Admission to the Sixth Form (16+ entrance)

It is expected that all Year 11 girls will continue into the Sixth Form, subject to their achieving appropriate grades in their GCSE examinations. (Please see the Sixth Form Handbook for further details).

External candidates wishing to be considered for the remaining places in the Mayfield Sixth Form should register for the entrance examinations which take place in the Autumn Term of the year preceding entry. Candidates will be expected to sit examination papers in their chosen subject areas and a general paper. In addition they will have an interview with the Headmistress and the Head of Sixth Form. References from current school or college will be taken up before any formal offer is made. Offers made will usually be dependent on the candidate achieving 8 grades A* to B (and/or 9-6) at GCSE or equivalent, with at least a grade A or 7 in their chosen subjects, (or an equivalent GCSE in the case of new subjects).

All applicants must meet the requirements of individual courses, details of which can be found in the Sixth Form Handbook. Candidates applying for Arts subjects should be prepared to provide and discuss a portfolio of their own work. Candidates wishing to study music should provide a recording of their chosen instruments. Digital portfolios will be considered in the first instance for overseas candidates.

Admission in non-standard years

Applicants will be considered for entrance into Years 8 and 10, providing there is a place in the year group. Any offer will be subject to age-appropriate entrance testing and in line with the oversubscription criteria. References from previous school/s will be required.

Applications for entrance into Year 11 and Year 13 will be considered on individual merit.

Overseas applications, including those for whom English is not the first language

Candidates resident overseas should be registered in the usual fashion. They will then be expected to undertake examinations, typically in English and Maths. These tests should be sat at Mayfield, or at the candidate's current school, under formal examination conditions. Where it is not possible to use the current school another suitable establishment, such as the British Council Offices, may be agreed. Candidates may also be required to take part in a skype or similar style of interview. Any candidate wishing to be considered for a Scholarship will usually be expected to attend one of the Scholarship Assessments held at Mayfield.

The School reserves the right to withdraw any girl's offer should her level of English on arrival at Mayfield be found to be significantly lower than her entrance tests initially indicated. Alternatively, where her level of English is not of a sufficiently high standard, a girl will, where feasible, be expected to have 1:1 ESOL lessons, at an additional cost to parents.

Gifted and Talented Scholarships at 11+, 13+ and 16+.

Gifted and Talented Scholarships are available to girls applying to join the school in Year 7, Year 9 and Year 12. They are offered in Music, Drama, Art and Sport (including Dance and Riding). Further information on Gifted and Talented Scholarships is available from the Admissions Office.

Girls who perform well academically and show the talent and/or potential to contribute to the wider life of the School in a number of areas will be eligible for an All-Rounder Scholarship or a Headmistress's Award, which are awarded at the Headmistress's discretion.

All scholarships will be retained for the duration of a girl's time at Mayfield. However, the Headmistress reserves the right to withdraw any scholarship at any time, should it be deemed that the holder is not performing or behaving in the manner expected of a Scholar.

Pupils with a Statement of Special Educational Needs

Individuals with Special Educational Needs and Specific Learning Difficulties are given equal opportunities and consideration within our admissions process. We will undertake any reasonable requests for special consideration, in respect of the tests we set. No one with a disability or specific physical or mental condition (as defined under the Disability and Discrimination Act) will be excluded from the opportunity to apply and undergo our admissions process. Due to its historic and listed status, some areas of the School are not wheelchair accessible and cannot be altered to make such access possible. Please see the School's Accessibility Policy.

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Academic Ability; measured by the School's entrance tests and without regard for specific learning difficulties or special educational needs.
2. Baptised Catholic girls who are seeking boarding places.
3. Baptised Catholic girls with sisters at Mayfield School.
4. Other baptised Catholic girls.
5. Other girls with sisters at Mayfield School.
6. Children of other Christian denominations or of other Faiths whose parents or guardians are in sympathy with the aims and ethos of the School.
7. Other applicants in registration order.

Catechumens are to be given priority next after baptised Catholics in each of the above categories.

Appeals

Parents or Guardians who wish to take issue with the decision of the School are entitled to submit an appeal to the Chairman of the Education Committee, c/o The Clerk to the Governors.

Notes (these notes form part of the oversubscription criteria)

Catholic means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this. This includes the Eastern Catholic Churches.

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.