Dear Parent/Stakeholder,

Mayfield Grammar School, Gravesend is consulting on its Admission Policy for September 2020. The purpose of this consultation is so that we as a school, comply with the DfE School Admissions Code and consult with our local and wider community when there are proposed changes.

The period of consultation begins on Wednesday 7th November 2018 and will close on Wednesday 19th December 2018.

The changes we propose to make are to the Oversubscription Criteria:

- In response to requests from the DfE and the Kent Local Authority “Children previously in Care outside of England” will become criterion 2 and the Siblings criterion then becomes criterion 3.
- In response to comments from parents who have applied to the school in the past we have moved postcodes DA2 6**, DA2 8**, TN15 7**, TN15 6AR, TN15 6AT and TN15 6AS to criterion 4. This is the first of the criteria that relates to the postcodes where girls live. These changes are consistent with the aims of the school which prioritises places for local girls in the Kent Local Authority and corrects anomalies caused by the boundaries of particular postcodes.
- We have introduced the priority of girls who are currently in receipt of Free School Meals, within the Oversubscription Criteria relating to specific local postcode areas.

Details can be found on the school website at: [http://www.mgsg.kent.sch.uk/](http://www.mgsg.kent.sch.uk/)

Should you wish to respond to this consultation please write to:

Mrs Gillian Redmayne  
Headteacher Support/Admissions Manager  
Mayfield Grammar School, Gravesend  
Pelham Road  
Gravesend  
Kent  DA11 0JE

or email: redmayneg@mgsg.kent.sch.uk

All responses will be considered prior to the Governing Body’s Determination of the Admission Criteria. The final admissions arrangements will be published on the school’s website by 28th February 2019.

Yours faithfully

Mrs E Wilson  
Headteacher
PROPOSED ADMISSION POLICY AND OVERSUBSCRIPTION CRITERIA FOR
MAYFIELD GRAMMAR SCHOOL, GRAVESEND FOR SEPTEMBER 2020.

Mayfield Grammar School, Gravesend is an 11-18 Girls Grammar School, with one main admission age group at 11+. Boys are admitted into the sixth form.

Admission to Year 7

Year 7 applications are normally for children born between 1 September 2008 and 31 August 2009. Girls who attain the required standard through the Kent PESE procedure for selection at eleven by reference to ability will be eligible to be considered for admission to the school. Girls who have taken part in the Kent PESE procedure will also be eligible for admission if they reach the required standard through the Mayfield procedure. The Mayfield procedure is an optional, additional opportunity to be assessed eligible.

The school has an agreed admission number of 180 for entry into Year 7. The school will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications from eligible girls are received.

Oversubscription Criteria

Before the application of oversubscription criteria, eligible girls with a Statement of Special Educational Need or an Education, Health and Care Plan, which names the school will be admitted. As a result of this the published admission number will be reduced accordingly. If the number of eligible girls who apply is higher than the number of places available, places will be allocated in the following priority order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition section 22(1) of the Children Act 1989).

2. Children previously in Care outside of England-Children who appear to Kent County Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

3. A brother or sister attending the school at the time of application. Priority will be given to children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4. Eligible girls who reside in the postal code areas beginning with the following: DA2.6**, DA2.8**, DA3, DA4, DA9, DA10, DA11, DA12, DA13, ME3, TN15.7**, TN15 6AR, TN15 6AT and TN15 6AS. Priority within this criterion will first be given to girls who are currently in receipt of Free School Meals. Parents wishing to apply for this priority will need to complete the Supplementary Information Form and return it to the school no later than 31st October 2019.

Places will be allocated in the order (a) Highest aggregated score in the Kent PESE tests.
(b) Proximity of the child’s home to school.

5. Eligible girls who reside in the postal code areas beginning with the following: DA1, DA2 7**, ME2, TN13, TN14, TN15 except TN15 7**, TN15 6AR, TN15 6AT and TN15 6AS. Priority within this criterion will be as for Criterion 4 above.

6. Eligible girls who do not reside in the areas as detailed in the fourth or fifth criteria. Places will be allocated in the order
(a) Highest aggregated score in the Kent PESE tests
(b) Proximity of the child’s home to school.

When deciding the nearness of a child’s home to school we use the distance between the child’s permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place in the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If a place cannot be offered parents have a statutory right of appeal. If parents wish to lodge an appeal they should write to the Clerk to the Governors, at the school. Additional information can be found on the School’s website.

A Waiting List will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.
Requests for admission for a pupil to be taught outside their normal age group must be made to the Headteacher at the school. This request may be to defer their application or for an underage application. Parents are not expected to provide evidence to support their request, however, where provided it must be specific to the pupil in question. This might include medical or Educational Psychology reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school’s ability to agree the request. In the case of deferral parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry the following year. Deferred application or those seeking underage entry to the school must be made via a paper SCAF to the LA with written confirmation from this school for entry into Year 7. All agreed applications will be processed in the same way as all applications for the cohort in the admissions round applied for and offers will be made in accordance with the school’s oversubscription criteria.


The information below should be read in conjunction with the following documents:

“The Admission Policy and Oversubscription Criteria for September 2020”
“Kent County Council’s Co-ordinated Scheme for Secondary Admissions. 2020/2021”.

The school will admit girls through the Kent Procedure for Education (PESE).

All applicants complete their own Local Authority Secondary Common Application Form. (SCAF). No Supplementary Information Form (SIF) is required unless the applicant is a Kent resident currently in receipt of Free School Meals.

The school will also admit girls through the Mayfield procedure where a girl has been unsuccessful in the Kent testing process.

If an applicant wishes their daughter to take the optional Mayfield tests in addition to the Kent PESE tests they will need to register to do so between 9.00am Monday 3rd June 2019 and 4.00pm on Monday 1st July 2019. The Registration form will be available from the School Office or can be downloaded for completion from the school website from Monday 3rd June. There is no online registration facility available. In exceptional circumstances, which have been evidenced, late registrations will be accepted but only up to Friday 12th July 2019. (All dates to be confirmed)

Registration is open to parents of girls resident in the UK and the children of UK service personnel and other Crown Servants returning to the UK who will transfer to secondary school in September 2020.

Testing will take place at Mayfield Grammar School, Gravesend on Saturday 8th September 2019 (date tbc.).

The Assessment tests will comprise of:

- A computer based test which will assess verbal ability, numerical reasoning and non-verbal reasoning and which will be locally standardised.
- An English paper to assess writing skills and which will be marked. (Not computer based or multiple choice).

Further details of the format of the tests will be published on the School website in May 2019 before Registration for the tests opens.

The pass marks will depend on the range of results the local girls achieve on the tests and will correspond approximately with that which would be attained or exceeded by a child who is deemed suitable for a grammar school education.

Special Arrangements for Access to the Mayfield Tests.

Parents or carers must discuss with their primary school about requesting special arrangements. Requests can only be considered if supported in writing by a child’s current school Headteacher. Requests cannot be considered if received after Friday 19th July 2019.

Only in exceptional circumstances will late testing be considered for applicants as admission to the school is not exclusively via the Mayfield procedure and the Mayfield procedure is not compulsory.

Results will be posted to parents by First Class Post on Thursday 10th October 2019 (date tbc).

ADMISSION TO THE SIXTH FORM FOR SEPTEMBER 2020
The planned admission number for entry to Year 12 in September 2020 will be 50. This number refers to the number of students who have met the entrance criteria and are being admitted to the school for the first time.

All external students continuing on the school roll will be admitted if they meet the entrance criteria.

All students wishing to apply to Mayfield Grammar School, Gravesend must apply directly to the school using the online application system through [http://www.ucas.com/progress or the school application form](http://www.ucas.com/progress or the school application form).

Dates within which applications will be accepted will be published on the website.

Students will be invited to attend a Sixth Form Open Evening in December 2019.

Entry to the Sixth Form is dependent on **achieving at least six GCSEs at grades 9-5** including English and Mathematics, on the Higher papers, with a minimum of grade 6 in the subjects chosen for AS/A Level study. Minimum qualifying grades for subjects should also be met; these are explained in the subject areas of the Sixth Form Options Booklet. Students are admitted subject to the availability of a specific course or combination of courses. Students who apply for entry with qualifications achieved outside the UK will be required to demonstrate that he/she has achieved the required standards for entry. This may involve tests in a range of subjects and include Verbal Reasoning.

Students wishing to study Science A Levels must have studied at least two Science GCSEs as well as meeting the individual subject requirements, as detailed in the Sixth Form Options Booklet. Students wishing to study Mathematics should have achieved a grade from 9-7 at Higher level GCSE.

Students currently on roll will be asked to attend a meeting at the school to review their subject choices and to resolve any problems.

When considering external applicants, the school will seek confirmation of the estimated GCSE grades from the applicant's current school. Students will be invited into school to finalise the course choices. Conditional offers of places will be made based on the estimated GCSE grades. Where students achieve better results than their predictions and have not been offered a conditional place but have met the qualifying grades they should contact the school by the end of August. They will be ranked accordingly for any places that are, or become, available.

For students joining the school at 16 the following oversubscription criteria will apply in the event of external applications taking the total number of eligible Year 12 students over 180.

Before the application of oversubscription criteria, eligible students with a Statement of Special Educational Needs, or an Education, Health and Care Plan, which names the school will be admitted. If the number of eligible students who apply is higher than the number of places available, places will be allocated in the following priority order:

1. Eligible students who are classified as a ‘looked after child’. (See main school criteria for further details).
2. Eligible students who have previously been in Care outside of England. (See main school criteria for further details).
3. Eligible students who have a brother or sister attending the school at the time of application (See main school criteria for details).
4. Eligible students with the best aggregate GCSE points scores in their best 6 subjects including English and Mathematics.
5. If the aggregate scores are the same in their best 6 subjects, then distance from school (as for the main school criteria) will be the tie breaker.

Late applications will be considered if a student is eligible in the light of the criteria for entry above and if there are still places available on the courses they wish to follow.

If a place cannot be offered parents have a statutory right of appeal. If parents wish to lodge an appeal they should write to the Clerk to the Governors, at the school. Additional information can be found on the School's website.

**Requests for a student to be taught outside their normal age group**

Requests for admission for a student to be taught outside their normal age group must be made to the Headteacher at the school. This request may be to defer their application or for an underage application. Parents are not expected to provide evidence to support their request, however, where provided it must be specific to the student in question. This might include medical or Educational Psychology reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school’s ability to agree the request. In the case of deferment parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry the following year. Deferred application or those seeking underage entry to the school must be made via the sixth form application process. All agreed applications will be processed in the same way as all applications for the cohort in the admissions round applied for and offers will be made in accordance with the school’s oversubscription criteria.
ADMISSIONS POLICY FOR IN-YEAR ADMISSIONS FROM SEPTEMBER 2020.

Please note that although girls may apply for consideration for entry to this school at any age, successful applicants are usually admitted at the start of the next school year. It is inadvisable to apply for admission part of the way through the preparation for GCSEs.

Assessment is normally by a series of tests, chosen from a Non-Verbal Reasoning Test, a Verbal Reasoning test, an English test, a Mathematics test and a Science test. For entry within Key Stage 4 a full range of assessments may also be set related to GCSEs wishing to be studied. The assessment procedure is designed to ascertain a girl’s ability and attainment in comparison with students already in the school in the appropriate cohort. All applicants, irrespective of the outcome of any previous tests for selective education, will be tested. If any applicant is found to be of the appropriate standard and there are spare places available, then a place will be offered in the school from the next relevant entry date (normally within 10 school days of a place being offered).

Girls who sat the PESE tests for admission to this school or another Kent Grammar school, but were assessed ‘non-selective’ may apply for consideration for entry for the start of Year 8. However, the School advises that it is not in a child’s interest to sit a selection test more than once within a Key Stage. Repeat applications will not be considered for the same academic year. Prior to applying for a place at this school it is advisable that parents discuss their intentions with their daughter’s current school.

Coordinated Procedure for entry

- Any application for a place in any year group (7 – 11) outside the normal admissions round will need to follow their home Local Authority’s In-Year Process.

- For Kent residents the IYCAF (In Year Common Application Form) must be completed. This is available from this school or available to download from the KCC website by following this link:


- The IYCAF expressing a preference for this school must be returned to the Admissions Secretary at this school.

- The Local Authority will be informed about any application and testing will be arranged by the school. As the school is a Grammar School testing for entry is a requirement and as a result the procedure will be subject to delay.

- Following assessment the school will inform parents who are resident in the Kent County Council area of the outcome of their application and inform the Local Authority.

- Waiting Lists will only be maintained until 31 December 2020 for applicants for September 2020 and they will be re-ranked in line with the published oversubscription criteria every time a girl is added.

- Parents have 10 working days to accept or refuse offers.

- Applications cannot be accepted for any child not resident in this country.

Please note that it is normally the case that the number of applications for entry at the start of the Autumn Term considerably exceeds the number of spare places available.

Oversubscription Criteria

Before the application of oversubscription criteria, eligible girls with a Statement of Special Educational Need or an Education, Health and Care Plan, which names the school will be admitted. As a result of this the published admission number will be reduced accordingly. If the number of eligible girls who apply is higher than the number of places available, places will be allocated in the following priority order:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition section 22(1) of the Children Act 1989).
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3. A brother or sister attending the school at the time of application. Priority will be given to children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4. Eligible girls who reside in the postal code areas beginning with the following: DA2.6**, DA2.8**, DA3, DA4, DA9, DA10, DA11, DA12, DA13, ME3, TN15.7**, TN15 6AR, TN15 6AT and TN15 6AS.

   Priority within this criterion will first be given to girls who are currently in receipt of Free School Meals. Parents wishing to apply for this priority will need to complete the Supplementary Information Form at the time of application. Places will then be allocated according to the proximity of the child’s home to school.

5. Eligible girls who reside in the postal code areas beginning with the following: DA1, DA2 7**, ME2, TN13, TN14, TN15 except TN15 7**, TN15 6AR, TN15 6AT and TN15 6AS.

   Priority within this criterion will be as for Criterion 4 above.

6. Eligible girls who do not reside in the areas as detailed in the fourth or fifth criteria.

   The tie breaker will be the proximity of the child’s home to school.

When deciding the nearness of a child’s home to school we use the distance between the child’s permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

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Requests for admission for a student to be taught outside their normal age group must be made to the Headteacher at the school. This request may be to defer their application or for an underage application. Parents are not expected to provide evidence to support their request, however, where provided it must be specific to the student in question. This might include medical or Educational Psychology reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school’s ability to agree the request. In the case of deferral parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry the following year. Deferred application must be made via an IYCAF for entry into Years 8-11. All agreed applications will be processed in the same way as all applications for the cohort in the admissions round applied for and offers will be made in accordance with the school’s oversubscription criteria.

If a place cannot be offered parents have a statutory right of appeal. If parents wish to lodge an appeal they should write to the Clerk to the Governors, at the school. Additional information can be found on the School’s website.
Mayfield Grammar School, Gravesend

Supplementary Information Form for Free School Meals

This form is not a valid application for a place. You must complete a Secondary Common Application Form (SCAF) either online via [www.kent.gov.uk](http://www.kent.gov.uk) or by paper and return to Kent County Council.

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Is your child currently in receipt of Free School Meals Yes/No *please delete as appropriate

If Yes please supply the date this first applied ____________________________

☐ Please tick to give consent for the Local Authority or your child’s current school to disclose pupil premium eligibility information for the purposes of this school application.

Please return to Miss Sharyn Etherington, Office Manager by 31st October 2019