

## **ADMISSION POLICY AND OVERSUBSCRIPTION CRITERIA FOR MAYFIELD GRAMMAR SCHOOL, GRAVESEND FOR SEPTEMBER 2018.**

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 2006 and 31 August 2007. 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 in Year 7. The school will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications for eligible girls are received. All eligible girls will be admitted if 180 or fewer apply.

### **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. 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.
3. Eligible girls who reside in the postal code areas beginning with the following: DA3, DA4, DA9, DA10, DA11, DA12, DA13, ME3.
4. Eligible girls who reside in the postal code areas beginning with the following: DA1, DA2, ME2, TN13, TN14, TN15.
5. Eligible girls who do not reside in the areas as detailed in the third or fourth criteria.

In the case of oversubscription within one of the above criteria the 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. Priority will be given to pupils who live nearest to the school. The distance between the child's permanent home address and the school measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. A map is available showing the location of the school on [www.kent.sch.uk](http://www.kent.sch.uk)

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 only be maintained until 31<sup>st</sup> December 2018 and it will be re-ranked in line with the published oversubscription criteria every time a pupil is added.

Requests for admission for a pupil to be taught outside their normal age group must be made to the Headteacher. This request may be to defer their application or for an underage application. The request should be as early as possible in the admissions round. This will allow the school and admissions authority sufficient time to make a decision before the closing date. 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 Psychologist 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 to 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 into Year 7 the following year. Deferred applications or those seeking underage entry to the school must be made via paper SCAF to the LA, with written confirmation from this school. 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 Mayfield Procedure for Admissions to Year 7. (Optional) September 2018.**

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

“The Admission Policy and Oversubscription Criteria for September 2018”

“Kent County Council’s Co-ordinated Scheme for Secondary Admissions. 2018/2019”.

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.

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 Thursday 1<sup>st</sup> June 2017 and 4.00pm on Monday 3<sup>rd</sup> July 2017**. The Registration form will be available from the School Office or can be downloaded for completion from the school website from Wednesday 1<sup>st</sup> 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 14<sup>th</sup> July 2017.**

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 2018.

Testing will take place at Mayfield Grammar School, Gravesend on **Saturday 9<sup>th</sup> September 2017**.

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 Reading and 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 2017 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 14<sup>th</sup> July 2017.**

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 12<sup>th</sup> October 2017.

## ADMISSION TO THE SIXTH FORM FOR SEPTEMBER 2018

The planned admission number for entry to Year 12 in September 2017 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. 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 2017.

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 AS 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 in Local Authority care (See main school criteria for detail).
2. Eligible students who have a brother or sister attending the school at the time of application (See main school criteria for detail).
3. Eligible students with the best aggregate GCSE points scores in their best 6 subjects including English and Mathematics.
4. 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.

## ADMISSIONS POLICY FOR IN-YEAR ADMISSIONS FROM SEPTEMBER 2018.

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:  
[http://www.kent.gov.uk/\\_data/assets/pdf\\_file/0012/3522/in-year-admission-form.pdf](http://www.kent.gov.uk/_data/assets/pdf_file/0012/3522/in-year-admission-form.pdf) (control + click)
- 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 Kent County Council area of the outcome of their application and inform the Local Authority.
- Waiting Lists will only be maintained until 31 December 2018 for applicants for September 2018 and they will be re-ranked in line with the published oversubscription criteria every time a pupil 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.

The following oversubscription criteria will be applied in the order below to distinguish between girls who are successful in the tests when there are insufficient places vacant in the appropriate year group.

Before the application of oversubscription criteria, eligible girls 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 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. 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.
3. Eligible girls who reside in the postal code areas beginning with the following: DA3, DA4, DA9, DA10, DA11, DA12, DA13, ME3.
4. Eligible girls who reside in the postal code areas beginning with the following: DA1, DA2, ME2, TN13, TN14, TN15.
5. Eligible girls who do not reside in the areas as detailed in the third or fourth criteria.

In the case of a tie after the application of the above criteria the tie-breaker will be:

Proximity of the child's home to school. Priority will be given to pupils who live nearest to the school. The distance between the child's permanent home address and the school measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. A map is available showing the location of the school on [www.mgsq.kent.sch.uk](http://www.mgsq.kent.sch.uk).

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.