

MAYFIELD GRAMMAR SCHOOL
GRAVESEND

Admissions Policy
2024-2025

DETERMINED ADMISSION POLICY AND OVERSUBSCRIPTION CRITERIA.

MAYFIELD GRAMMAR SCHOOL, GRAVESEND FOR SEPTEMBER 2024.

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 2012 and 31 August 2013. 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 210 for entry into Year 7. The school will accordingly admit at least 210 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. An eligible 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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. An eligible brother or sister attending the school at the time of entry to the school. 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 permanently 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 1st November 2023.
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.
4. Eligible girls who permanently 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 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 1st November 2023.
5. Eligible girls who do not permanently reside in the areas as detailed in the third or fourth 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/carers have a statutory right of appeal. If parents/carers 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 the normal age range.

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/carers 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/carers 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 Local Authority 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 Mayfield Procedure for Admissions to Year 7. (Optional) Entry for September 2024.

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

“The Admission Policy and Oversubscription Criteria for September 2024”

“Kent County Council’s Co-ordinated Scheme for Secondary Admissions. 2024/2025”.

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 Thursday 1st June 2023 and 4.00pm Monday 3rd July 2023**. The Registration form will be available from the School Office or can be downloaded for completion from the school website from Thursday 1st June 2023.

There is no online registration facility available. **In exceptional circumstances, which have been evidenced, late registrations will be accepted but only up to 4.00 pm Friday 7th July 2023.**

Registration is open to parents/carers 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 2024.

Testing will take place at Mayfield Grammar School, Gravesend on **Saturday 9th September 2023**.

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. The overall score will be a weighted average of the age standardised score calculated as
50% of the Verbal age standardised score plus
25% of the Mathematics age standardised score plus
25% of the Non-verbal age standardised score.
- An English paper to assess writing skills and which will be marked. (Not computer based or multiple choice).

A minimum standard will be expected on both the Computer tests and the English paper. The outcome of the tests can be different from that achieved in the Kent PESE testing as there is a greater emphasis on English skills.

Further details of the format of the tests will be published on the School website in May 2023 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 4.00 pm Friday 7th July 2023**. If circumstances change after this date and special arrangements are needed please telephone Mrs McBride, PA to Headteacher at the school.

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. If an applicant is unable to sit the test on the scheduled date due to

- (a) Religious observance, confirmed by a representative of the faith or
 - (b) Illness, confirmed by a doctor's certificate or
 - (c) Parental work commitments supported by documentary evidence from employer
- a later test date will be arranged.

Taking the Kent PESE or another Local Authority's test elsewhere on the same date will not be considered as an exceptional circumstance.

Results will be posted to parents by First Class Post in line with the amended KCC PESE assessment process for 2024.

ADMISSION TO THE SIXTH FORM FOR SEPTEMBER 2024

The planned admission number for entry to Year 12 in September 2024 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 internal 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 2023.

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 a brother or sister attending the school at the time of entry to the school (See main school criteria for details).
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 used to determine the place.

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/carers have a statutory right of appeal. If parents/carers 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/carers 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/carers 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 2024.

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 sitting tests in term 6 of year 7. 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/carers 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 IYAF (In Year Admissions Form) must be completed. This is available from this school or available to download from the KCC website by following this link:

https://www.kent.gov.uk/data/assets/pdf_file/0012/3522/in-year-application-form.pdf (control + click)

- The IYAF 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 on the next published test date. In Year testing will take place once each term and applicants will be given at least 15 school days' notice of the date. 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/carers of the outcome of their application and inform the Local Authority if they are resident in the Kent County Council area.
- Waiting Lists will only be maintained until 31 December 2024 for applicants for September 2024 and they will be re-ranked in line with the published oversubscription criteria every time a girl is added.
- Parents/carers 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, child arrangements 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 entry to the school. 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 permanently 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/carers 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.

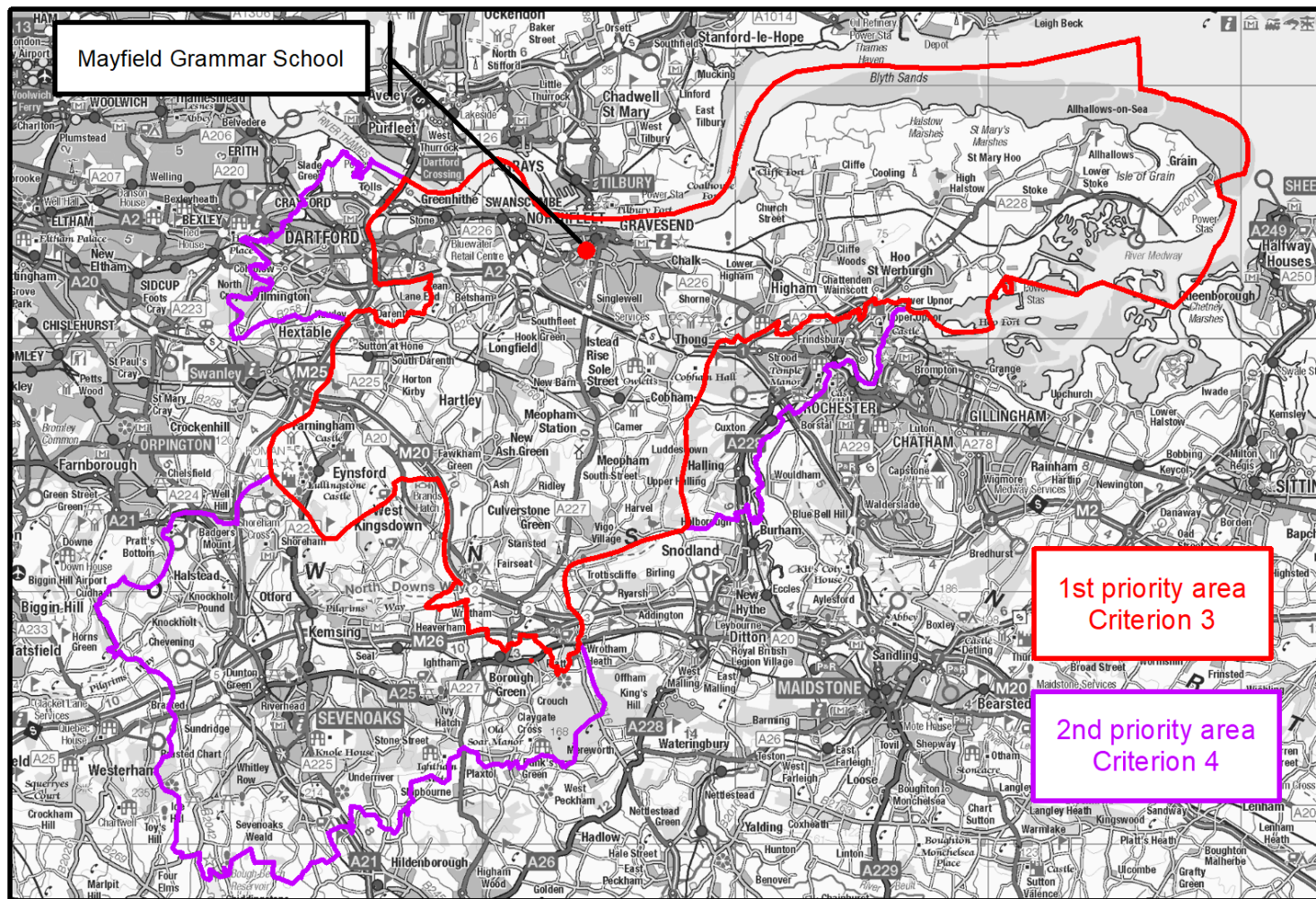
4. Eligible girls who permanently reside in the postal code areas beginning with the following: DA1, DA2 7**, ME2, TN13, TN14, TN15 except TN15 7**, TN15 6AR, TN15 6AT and TN15 6AS.
Priority within this criterion will be as for Criterion 3 above.
5. Eligible girls who do not permanently reside in the areas as detailed in the third or fourth criteria.
Places will be allocated in the order of 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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If a place cannot be offered parents/carers have a statutory right of appeal. If parents/carers 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.



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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 or by paper and return to Kent County Council.

Child's details	
Forename(s)	
Surname	
Date of Birth	
Permanent Home Address	
	Postcode:
Current School	

Parent/Carer details	
Title	
Forename(s)	
Surname	
Telephone Numbers	Home: Mobile:
Email Address:	
Print Name:	
Signature:	

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

If your answer to the above question is "NO" then please DO NOT complete this form.

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 Main Office by 1st November 2023 marked for the attention of the Office Manager