

**MAYFIELD GRAMMAR SCHOOL**  
**GRAVESEND**

**Admissions Policy**  
**2027-2028**



## MAYFIELD GRAMMAR SCHOOL

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#### ADMISSIONS POLICY

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.

#### **Year 7 Admissions: Entry for September 2027**

Year 7 applications are normally for children born between 1 September 2015 and 31 August 2016. 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.

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

1. When a parent/carer has failed to respond to an offer within a reasonable time; or
2. When a parent/carer has failed to notify the school of important changes to the application information; or
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application for a parent/carer.

#### **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:

- a) 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).
- b) 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.
- c) 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 and return it to the school no later than 2<sup>nd</sup> November 2026. 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.



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- d) 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/carers wishing to apply for this priority will need to complete the Supplementary Information Form and return it to the school no later than 2<sup>nd</sup> November 2026. 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.
- e) 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 (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. 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. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

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.

#### **Admission to Year 7 outside the normal age group**

Requests for admission for a child to be taught outside their normal age group should be made to the Headteacher at the school as early as possible. As entry to the school is through the Kent Test procedure, parents/carers need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration. Where a parent/carer is requesting for their child to apply a year early, parents/carers are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.



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Where a parent/carer is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents/carers are advised to complete a Kent Test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents/carers are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child 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 a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper SCAF to the LA, with written confirmation from the school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at [www.kent.gv.uk/schooladmissions](http://www.kent.gv.uk/schooladmissions).



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#### The Mayfield Procedure for Admissions to Year 7 (Optional) - Entry for September 2027

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

- The Admission Policy and Oversubscription Criteria for September 2027
- Kent County Council's Co-ordinated Scheme for Secondary Admissions. 2027-2028

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 1<sup>st</sup> June 2026 and 4.00pm Wednesday 3<sup>rd</sup> July 2026**. The Registration form will be available from the School Office or can be downloaded for completion from the school website from Monday 1<sup>st</sup> June 2026.

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 Monday 6<sup>th</sup> July 2026.**

Registration is open to parents/carers of children 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 2027.

Testing will take place at Mayfield Grammar School, Gravesend on **Saturday 12<sup>th</sup> September 2026**.

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 2026 before Registration for the tests opens.



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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 4.00pm on Monday 6<sup>th</sup> July 2026.** If circumstances change after this date and special arrangements are needed, please email Mrs McBride, PA to Headteacher at the school – [McBrideJ@mgsg.kent.sch.uk](mailto:McBrideJ@mgsg.kent.sch.uk)

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
- d) 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 emailed to parents in line with the amended KCC PESE assessment process for 2026 for 2027 entry.



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##### Sixth Form Admissions

The planned admission number for entry to Year 12 in September 2027 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 2026.

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 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 and in some cases require grades above the minimum of a grade 6 as specified above. 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.

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.



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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 Governance Professional, at the school. Additional information can be found on the school's website.

#### **In-Year Admissions**

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).

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

1. When a parent/carer has failed to respond to an offer within a reasonable time; or
2. When a parent/carer has failed to notify the school of important changes to the application information; or
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application for a parent/carer.

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](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.



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- 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 List**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December 2027 for September 2027 admissions. This will be maintained by the school, and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

An applicant's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to those on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Parents/carers have 10 working days to accept or refuse offers.

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

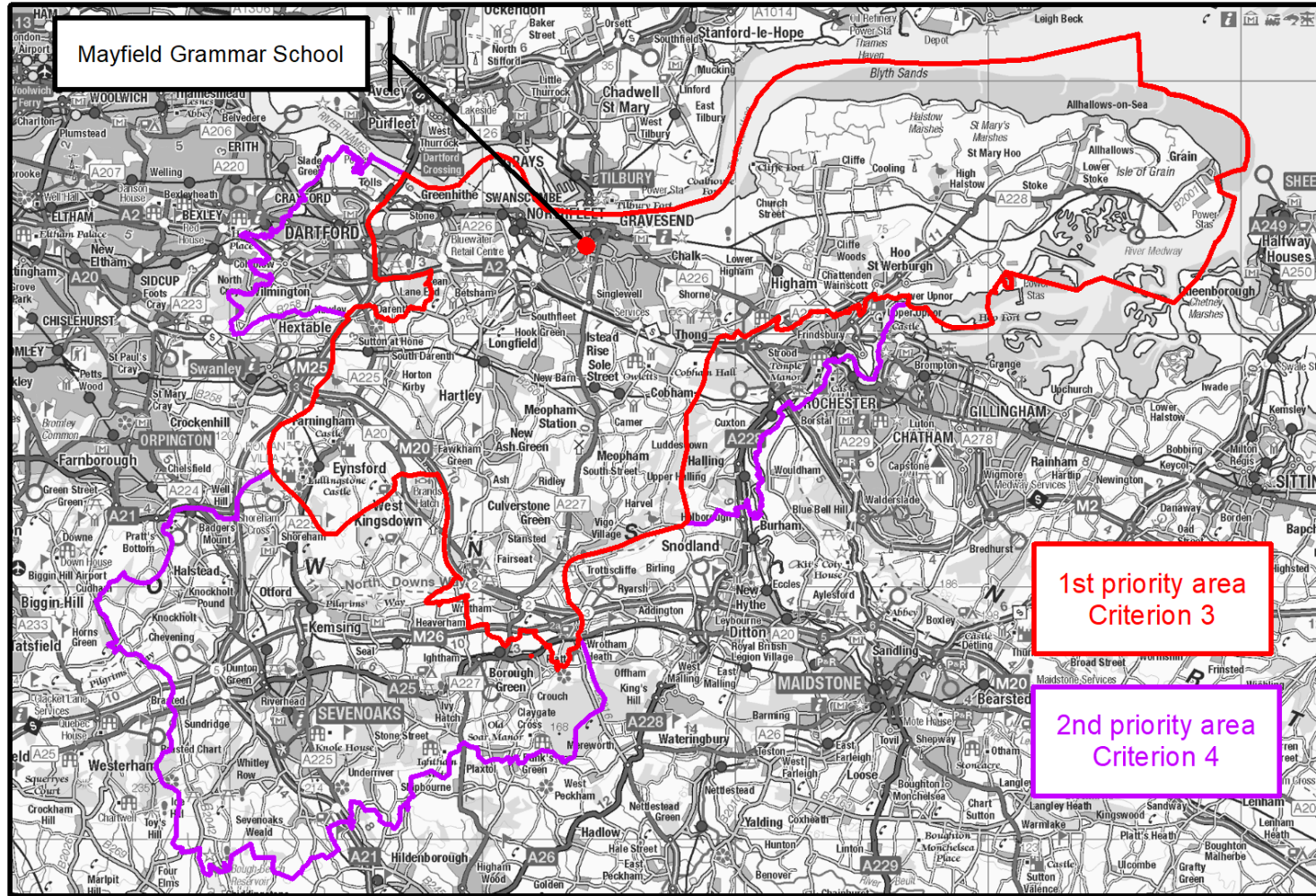
Please note that it is normally the case that the number of applications for entry at the start of the Autumn Term considerably exceeds the number of spare places available.



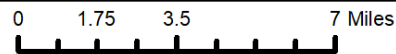
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Date:





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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](http://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 Monday 2<sup>nd</sup> November 2026 marked for the attention of the Office Manager.