

	<p>Policy Name: Admissions Policy</p> <p>Owner: Headmistress</p> <p>Last review Date: September 2021      Next review date: September 2022</p> <p>Policy revised as regulations or review demands.</p>
---	--

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.

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.

### **Registrations**

It is recommended that girls applying to join the School should be registered a year in advance of their entrance examinations, but certainly before the Entrance examinations, which usually take place in the Autumn Term of the year preceding entry.

Girls are encouraged to visit the school before they apply and take advantage of the range of opportunities to find out more about Mayfield life: tours; take part in a Taster day; attend Workshops; join the Big Night In etc.

### **Admissions**

During the time of COVID, admissions continues as much as possible. We will endeavour to host all assessments and interviews on site but in certain circumstances this may need to be done virtually.

### **Admission to Year 7 (11+ entrance)**

All candidates for entry into Year 7 are expected to take the ISEB CPT (Common Pre-test) which they can sit in their own school or at Mayfield, and an extended piece of creative writing. In addition, each girl will have the opportunity to be involved in a series of group discussions and team-building. She will usually talk with both the Headmistress and Head of Lower School, either alone or in small groups. Entrance tests are usually held in the October/November preceding the year of entry. Offers of places will be made before the Christmas holidays.

Late applications will sit similar assessments and will usually test at Mayfield. Any offer will be made within a reasonable time frame, usually 2 weeks from the time of assessment.

All offers are made subject to the provision of recent reports and references from the Headteacher of the applicant's current school.

### **Admission to Year 9 (13+ entrance)**

There are several routes to Year 9 entry.

Those girls sitting ISEB 13+ Common Entrance Examination will be invited to Pre-assessment testing in English, Maths, Science and Reasoning, and interviews with the Head of Middle School and the Headmistress, in the Autumn Term of Year 8. References from the Headteacher of the applicant's current school and copies of school reports will also be considered and any offers 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 13+ Entrance Examinations. These consist of papers in English, Maths, the Sciences and Reasoning, in addition to an interview with the Headmistress and Head of Middle School. References from the Headteacher of the applicant's current school and copies of school reports will also be considered and unconditional offers will be made on the basis of this information and performance in the examinations.

### **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 Options Booklet for further details).

External candidates wishing to be considered for the remaining places in the Mayfield Sixth Form will be expected to sit examination papers in their chosen subject areas and a general paper. In addition, they will be interviewed usually: one with the Headmistress, and one with the Head of Sixth Form and the Director of Studies. References and predicted grades from the applicant's current school or college will be taken into consideration. Offers made will usually be unconditional, but a grade 8 or above will be usually required in those subjects chosen for A Level (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 Options Booklet. Candidates applying for Creative 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 interviews with a senior member of staff. References and reports from previous school/s will also be required.

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

### **International applications, including those for whom English is not the first language**

Candidate's resident overseas should be registered in the usual fashion. All applicants permanently resident overseas are expected to have a guardian based within a 90 minute radius of the School. (Please see the Guardian Policy for more details). International candidates will be expected to undertake similar tests to UK based applicants. Those candidates for whom English is a second language will be expected to sit an International English examination.

These tests can be sat at Mayfield, or locally in a suitable establishment such as the British Council Offices or the offices of any International Agent approved by the School. Candidates will also be required to take part in a virtual (zoom; teams; skype) interview.

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 additional 1:1 International English lessons, at a further cost to parents.

## **Scholarships and Awards**

Any candidate wishing to be considered for a Scholarship will usually be expected to attend one of the Scholarship Assessments held at Mayfield.

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. In accepting a scholarship, a girl is committing, in principle, to remaining at Mayfield for the duration of her studies.

Mayfield offers the following Scholarships:

- Academic (and Science at 16+)
- Creative Arts
- Drama
- Music (including Choral and at 16+ Organ)
- Sport (including Equestrian and Dance)

### **Academic**

- 11+ 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.
- 13+ academic scholarships will be awarded on the basis of strong performance in the Mayfield Scholarship examinations. Papers in English, Maths, Science, Reasoning, a language and a Humanities subject.

Unconditional offers will be made on the basis of performance, interview and school reports and references.

13+ academic scholarships are also open to current Year 8 Mayfield pupils. To be eligible or consideration we would expect internal girls applying for an Academic Scholarship to have achieved at least seven Grade 3's in their Year 7 Summer examinations.

- 16+ scholarships will be awarded based on performance in the Scholarship examinations and girls will be expected to sit a General Paper and two additional subject papers, related to their intended A Level subject choices. Awards will be made based on performance in these papers, predicted GCSE grades, interviews and school reference.

16+ academic scholarships are also open to current Year 11 Mayfield pupils. To be eligible for consideration we would expect internal girls applying for an Academic Scholarship to have achieved at least five Grade 7s in their Year 10 Summer examinations. Applicants for the Science Scholarship will be expected to have achieved at least a Grade 7 in all three sciences.

### **Creative Arts, Drama, Music and Sport Scholarships**

- These are available at 11+, 13+ or 16+. There are particular requirements and expected standards of performance before girls are allowed to apply for these scholarships. Further information is available from the Admissions Department.

### **All-Rounder Scholarship/ Headmistress's Award**

- 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.

### **Jubilee Scholarship**

- To commemorate the Holy Door in the year of Mercy, Mayfield School introduced a Jubilee Scholarship, which could be awarded to a practising Catholic girl from a Primary School in the Arundel and Brighton Diocese. In common with other Scholarships, it is merit-based, with the recipient earning the scholarship on the basis of demonstrable academic potential. Candidates will be expected to support their application with a recommendation from their Priest and Headteacher.

### **Service families**

A generous fee discount is available for those members of the Armed Forces or the British Foreign & Commonwealth Office who qualify for the Continuity of Education Allowance.

### **Siblings**

We will endeavour to keep siblings together, however if the School believes that it cannot offer the required support for an individual, it may not be in the interests of a sibling to accept a place at Mayfield and the School would endeavour to work with the family to find an appropriate alternative. Sibling discounts are offered for two or more girls in the School at the same time.

### **Pupils with a Statement of Special Educational Needs and Disabilities**

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 Equality Act 2010) my understanding is the DDA 1995 was replaced by the Equality Act 2010 but suggest the wording is confirmed with Kelly 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 for further details].

### **Diversity and Inclusion**

Cornelia Connelly encouraged her pupils to 'be yourself, but be the self that God wants you to be'. Mayfield is a Catholic school and an inclusive environment, so is also open to girls of all faiths and none. It has traditionally welcomed and supported girls from different nationalities and cultures and we encourage applications from candidates with a diverse range of backgrounds and experiences. The School community is committed to promoting equality and treating each of its members fairly and with respect.

### **Data Protection**

Mayfield takes its responsibilities for the protection of personal data seriously and has policies and procedures in place to ensure compliance with the data Protection Act 2018, incorporating the General Protection Regulations [GDPR]. Full details of how data is used can be found on the School website:

[Data-Protection-Policy.pdf \(finalsite.net\)](#)

[Privacy-Notice-v5-May.pdf \(finalsite.net\)](#)