



Policy Name:	Admissions Policy		
Owner:	Headmistress		
Last review Date:	Sept 2022	Next review date:	Sept 2023
Policy revised as regulations or review demands			

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 consider 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.

When there are more successful applications than places available, some applicants may be placed on a waitlist and places will be offered if they subsequently become available. 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

Girls applying to join the School should be registered at least a year in advance of their entrance assessments, which usually take place in the Autumn Term of the year preceding entry. Late applications will be accommodated on an individual basis if places are available.

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, e.g. tours, taster days and workshops.

Admission to Year 7 (11+ entrance)

All candidates for entry into Year 7 are expected to take Mayfield's own 11+ entrance assessments. 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. Entrance assessments are usually held in the November preceding the year of entry. Offers of places will be made before the Christmas holidays.

Late applicants will sit similar assessments either at Mayfield or remotely via online invigilation. Any offer will be made within a reasonable period, usually 2 weeks from the time of assessment.

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

Admission to Year 9 (13+ entrance)

There are several entry routes to Year 9.

Those girls sitting ISEB 13+ Common Entrance ("CE") 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 their 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 CE route will be required to sit Mayfield's 13+ Entrance assessments, and attend an interview with the Headmistress and Head of Middle School. Unconditional offers will be made based on performance in these examinations.

Whilst assessments for Year 9 entry are usually held in the Autumn Term of the year preceding entry, candidates are also offered the option to make an early application, as follows:

- Candidates applying in Year 6 may be considered by taking Mayfield's 11+ entrance assessments (as detailed above)
- Candidates applying in Year 7 may be considered by taking Mayfield's 12+ entrance assessments

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 Guide for Parents and Students for further details.

External candidates wishing to be considered for the remaining places in the Mayfield Sixth Form will be expected to sit assessment papers in two of their chosen subject areas for A level and a General Paper. In addition, they will attend two interviews: with the Headmistress, and with the Head of Sixth Form and the Deputy Head Academic. References and predicted grades from the applicant's current school or college will be taken into consideration. Offers made will usually be unconditional, but for those taking GCSEs or equivalent examinations a grade 8 or above will usually be expected in those subjects chosen for A Level (or an equivalent GCSE in the case of new subjects). Candidates who do not achieve the expected GCSE or equivalent grade will have their A level subject options reviewed by the Deputy Head Academic and Head of Sixth Form prior to confirmation.

Applicants are expected to meet the requirements of individual courses, details of which can be found in the Sixth Form Guide for Parents and Students, with exceptions subject to the approval of the Deputy Head Academic and Head of Sixth Form prior to confirmation. 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 a performance in their chosen instruments. Digital portfolios will be considered in the first instance for overseas candidates. Candidates wishing to study Drama and Theatre should be prepared to attend an audition either in person or virtually, or alternatively submit a digital performance.

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

Candidates resident overseas should be registered in the usual manner. All boarding applicants 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 entrance assessments appropriate to their year of entry. Those candidates for whom English is a second language, will be expected to sit an International English examination.

The entrance assessments may be taken at Mayfield, or locally in a suitable establishment such as the British Council Offices or the offices of an International Agent approved by the School, or remotely with online invigilation by the School. Candidates will also be required to take part in a virtual interview with a senior member of staff.

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 assessments initially indicated. Alternatively, where her level of English is not of a sufficiently high standard, a girl will, where feasible, be expected to have 1:1 International English lessons at an additional 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 subject to satisfactory performance and conduct. 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 a range of scholarships, as follows:

Academic

- 11+ academic scholarships will be awarded based on performance in the School's 11+ entrance assessments and parents will be informed of any scholarship in the offer letter.
- 13+ academic scholarships will be awarded based on performance in the Mayfield scholarship assessments, with scholarship papers in English, Maths, Science, a language, and a Humanities subject. Unconditional offers will be made based on performance, interview and school reports and references.

13+ academic scholarships are also open to current Year 8 Mayfield pupils. To be eligible for consideration the School would expect current Mayfield pupils to have achieved at least seven Grade 3s in their Year 7 summer examinations.

- 16+ academic scholarships will be awarded based on performance in the scholarship assessments and girls will be expected to sit a General Paper and two additional subject papers, related to their intended A level subject choices if possible. 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 the School would expect current pupils to have achieved at least five Grade 7s in their Year 10 summer examinations.

Creative Arts, Drama, Music (including Choral and 16+ Organ), and Sports Scholarships (including Equestrian and Dance)

These are available at 11+, 13+ and 16+. There are particular requirements and expected standards of performance before girls are allowed to apply for these scholarships and usually must be accompanied by a reference from a coach, or specialist teacher. 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 may be awarded 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 the Jubilee Scholarship, which is usually awarded to a practising Catholic girl from a primary school. In common with other scholarships, it is merit-based with the recipient earning the scholarship on the basis of demonstrable academic potential and evidence of contribution to their local parish and community. Candidates applying for the Jubilee Scholarship will be interviewed by the Headmistress and the School Chaplain and additionally will be required to provide a reference from their Parish Priest.

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

The School will always endeavour to keep siblings together. Sibling discounts are offered for two or more pupils in the School at the same time. 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.

Staff

Staff benefit from a 50% discount on day fees for any daughters offered a place (boarding or day) at Mayfield. In addition, staff may apply for bursary assistance following the standard application procedures for all applicants. Further details are available from the Admissions Department.

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 consider any requests for reasonable adjustments to be made, 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) 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 and the UK General Data Protection Regulations (GDPR). Full details of how data is used can be found in the School's Privacy Notice and Data Protection Policy.