



Policy Name: Admissions Policy

Owner: Senior Deputy Head

Last review date: October 2024

Next review date: August 2025

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.

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 Mayfield need to register before they can take their entrance assessments. This places the girl on our provisional list for entry to Mayfield in the appropriate year but does not constitute an offer of a place or guarantee a place. To register, parents need to complete the Registration Form available through the School website. Registration must be completed by mid-September of the year preceding entry. In 24-25 the UK Registration Fee is £150 and the International Registration Fee is £200 (both fees are subject to the addition of VAT from 1st Jan 25).

Registration Fees are non-refundable. Girls are encouraged to visit the School before they register and take advantage of the range of opportunities to find out more about Mayfield life, e.g. tours, taster days and workshops. International students should contact the Director of International Admissions to discuss a place for a student prior to registration.

Admission to Year 7 (11+ entrance)

All candidates for entry into Year 7 are expected to take Mayfield's own 11+ entrance assessments. The entrance assessments are invigilated at Mayfield and comprise English, Maths and Reasoning papers. In addition, each girl will have the opportunity to be involved in a series of group interview/discussions and team-building activities. She will usually talk with the Deputy Head Academic and Head of Lower School, but may also talk to the Headmistress and/or Senior Deputy Head.

Candidates will take the 11+ Entrance assessments in the November of Year 6. 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 two 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)

At Mayfield School there are two routes for admission at 13+: Deferred Entry (for pupils in Year 6) and Standard Entry (for pupils in Year 8). Our Deferred Entry route for 13+ entry is ideal for applicants for whom Mayfield is first choice. Parents often seek the reassurance of knowing their daughter's senior school in advance, allowing them to enjoy the final years at their current school with a clear path ahead.

Deferred Entry (for pupils in Year 6)

Candidates taking early entry will take entrance assessments in the Autumn of Year 6. They have a choice of two routes:

- 1) They can take Mayfield's own 11+ entrance assessments at Mayfield alongside those applying for Year 7 places (see previous section).
- 2) They can take the ISEB Common Pre-Test at their current school. Candidates taking the ISEB will still be required to attend a group interview/discussion and team building activity at Mayfield on the day of the 11+ entrance assessments.

Unconditional offers will be made based on performance in these examinations, references from the Headteacher of their current school and copies of school reports. We can also offer Deferred Entry to girls in Year 7 wishing to join Mayfield in Year 9; please contact the Admissions Department for more information.

Standard Entry (for pupils in Year 8)

Candidates taking the Standard Entry route for entry into Year 9 will take Mayfield's own 13+ entrance assessments. The entrance assessments are invigilated at Mayfield and comprise English, Maths, Science and Reasoning papers. In addition, each girl will have a paired or small group interview with the Deputy Head Academic and undertake a team building activity with the Head of Middle School. She may also talk to the Headmistress and/or Senior Deputy Head.

Candidates will take the 13+ Standard Entry entrance assessments in the November of Year 8. Offers of places will be made before the Christmas holidays.

Late applicants will sit similar assessments either at Mayfield or remotely via online invigilation if they are overseas. Any offer will be made within a reasonable period, usually two 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 the Sixth Form, Year 12 (16+ entrance)

All candidates for entry into Year 12 are expected to take Mayfield's own 16+ entrance assessments. Candidates will be asked to complete a 45 minute General paper, designed to test the student's ability to think critically, logically and creatively and write coherently. They will then be asked to take two 45 minute subject papers from a choice of the following A level subjects: Biology, Chemistry, English Literature, Mathematics, French, Geography, History, Latin and Greek (one paper covering both - candidates can choose to do one or the other, or both sections), Physics, Religious Studies or Spanish. The choice of subject paper would normally reflect possible subjects the candidate is interested in taking at A level. In addition, they will have an individual interview with the Head of Sixth Form and the Deputy Head Academic. They may also have an interview with the Headmistress and / or Senior Deputy Head.

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 7 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 grade will

have their A level subject options reviewed by the Deputy Head Academic and Head of Sixth Form prior to commencement of the course.

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. 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. Digital portfolios will be considered in the first instance for overseas candidates.

Late applicants will sit similar assessments either at Mayfield or remotely via online invigilation if they are overseas. Any offer will be made within a reasonable period, usually two 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 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 contact the Director of International Admissions prior to registration. All overseas applicants are expected to have a UK based guardian; please see the Guardian Policy for more details and expectations of Guardianship. 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 in addition to other papers. For more information please see the International Student Policy.

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 the Director of International Admissions or another senior member of staff.

The level of English for students whose first language is not English will be re-assessed on arrival. If concerns are raised about a student's level of English, the School reserves the right to ask student's to attend additional one to one International English lessons at an additional cost to parents.

Scholarships and Awards

Any candidate wishing to be considered for a scholarship will 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 papers in English, Maths, Science, Reasoning 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. 13+ scholarships are highly competitive and to help manage expectations, the school expects current pupils to have achieved a minimum of at least seven Grade 3s (or higher) in their Year 7 Summer examinations before applying. They would then complete the same scholarship assessment process as the external applicants.

- 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. 16+ scholarships are highly competitive and to help manage expectations, the school expects current pupils to have achieved at least seven Grade 7s in their Year 10 summer examinations before being considered eligible to apply for a 16+ academic scholarship. They would then complete the same scholarship assessment process as the external applicants.

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. For more information please contact the Admissions department.

Internal Applicants applying for 13+ or 16+ Creative Arts, Drama, Music, Organ, Sport, Dance and Riding Scholarships need to be aware that if they have not demonstrated an appropriate level of performance and contributions to their chosen discipline during their time in Lower School or Middle School, that their application will not be considered.

Please also note that 16+ scholarship offers for Creative Arts, Drama, Music, and Organ are made on the basis that the relative subject will be taken for A level. If the student subsequently chooses not to take the associated subject at A level, the offer of a scholarship will be withdrawn.

Jubilee Award

The Jubilee Award is awarded to girls who are committed to living their lives as ambassadors of the Catholic Faith. 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. Applicants for the Jubilee Award must be practising Catholics from the Diocese of Arundel and Brighton and be able to provide a letter of recommendation from their local Parish Priest.

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 a Headmistress's Award. These are awarded at the Headmistress's discretion.

For further information about scholarships please refer to the Entrance and Scholarship Guide Year 7 and 9 or the Sixth Form Entrance and Scholarship Guide that are available in the School Website.

Honorary Scholarships

Middle School

To reward and retain able girls in Middle School who have missed the opportunity to apply for 13+ scholarships but have clearly demonstrated that they are deserving of receiving recognition, the school reserves the right to award Honorary Middle School Scholarships.

Suitable candidates are identified in the Spring Term of either Year 9 or 10. The Director of Scholars and the Head of Middle School will consider a wide range of supporting evidence from baseline testing results, reports and attainment grades, ECA activity, interview performance and references from three teachers willing to be academic sponsors.

Honorary Scholarships do not carry any financial reward but offers recipients access to the exclusive events for Scholars. A Middle School Honorary Scholarship would continue during the student's time in Middle School, but would not be carried into the Sixth Form, as at this point candidates have the option of applying for a 16+ scholarship.

Sixth Form

To reward and retain able girls in Sixth Form who have excelled in their GCSE exams (or equivalent) the School reserves the right to award Honorary 16+ Academic Scholarships in the Sixth Form. Suitable candidates are identified following the publication of GCSE exam results. This would not carry any financial reward, but offers recipients access to the exclusive events for Scholars in the Sixth Form.

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.

Bursaries

Mayfield's bursary programme is designed to enable talented pupils to benefit from a Mayfield education, where financial considerations would otherwise have not made this possible. For further details and to request a copy of the Financial Assistance with School Fees Policy, please contact the Admissions department.