

# ADMISSION ARRANGEMENTS FOR MAYFIELD SCHOOL

*For admission on or after 1<sup>st</sup> September 2012*

## **Admission at 11+**

1. Mayfield School, hereinafter called 'Mayfield', has a designated size based on "the standard number" which is the number of pupils per year group that can be accommodated. The Standard Number for years 7 to 11 inclusive is 240 students.

Mayfield has a set 'catchment area' from which it takes children.

In the event that the number of applicants exceeds the number of places available, children will be admitted in accordance with the following criteria provided their carers/parents confirm their acceptance of the place at Mayfield within the deadline set by the London Borough of Redbridge.

See Notes to the Admission Arrangements for definitions of 'siblings', 'living', 'closest to Mayfield' etc.

The priority order is:

- (a) 'looked after children', i.e. children in public care
- (b) children who live in the catchment area and have a sibling at Mayfield
- (c) children who live in the catchment area and do not have a sibling at Mayfield
- (d) children who live outside the catchment area and have a sibling at Mayfield
- (e) children who live outside the catchment area and do not have a sibling at Mayfield

In each category, if there are more children than places available, priority will be given to children who live closest to Mayfield (see Note 4). In the event of more than one child residing at the same distance from the school, lots will be drawn to decide how the place(s) will be allocated.

2. **Unfulfilled requests** - If the request for a place cannot be met, a child's name can be put on Mayfield's waiting list. As places become available, they will be allocated in accordance with the priority order as detailed above.
3. **Children with a Statement of Special Educational Needs** - The law provides a separate process for the admission of children with a Statement of Special Educational Needs. The school will work in full co-operation with the appropriate agencies to ensure children with a statement of educational needs which names Mayfield on their statement will be admitted to the school.
4. **Waiting List** - This will continue to operate until the last Friday in the September of the year of admission. After this time, parents still wishing their child to be considered for Mayfield will be asked to re-affirm their interest and a waiting list will be drawn up in accordance with the 'Admission after 11+' criteria listed below.

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5. **Late applications** - In the case of applications received after the closing date for Redbridge (the due date), it should be noted that:-

- i) there can be no guarantee that a child will be given a place at Mayfield;
- ii) if a vacancy exists, the child will be admitted;
- iii) if there are no places available at Mayfield, a child's name will, if the carers/parents so wish, be placed on the waiting list in the following order:
  - (a) 'looked after children', i.e. children in public care
  - (b) children who live in the catchment area and have a sibling at Mayfield
  - (c) children who live in the catchment area and do not have a sibling at Mayfield
  - (d) children who live outside the catchment area and have a sibling at Mayfield
  - (e) children who live outside the catchment area and do not have a sibling at Mayfield

In each category, if there are more children than places available, priority will be given to children who live closest to Mayfield (see Note 4). In the event of more than one child residing at the same distance from the school, lots will be drawn to decide how the place(s) will be allocated.

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#### **Admission after 11+**

1. If there is a vacancy in the appropriate year group, a request for a place will be granted.
2. If the request for a place cannot be met, children will be allocated a place, as and when each one becomes available, in accordance with the following priority order:
  - (a) 'looked after children', i.e. children in public care
  - (b) children who live in the catchment area and have a sibling at Mayfield
  - (c) children who live in the catchment area and do not have a sibling at Mayfield
  - (d) children who live outside the catchment area and have a sibling at Mayfield
  - (e) children who live outside the catchment area and do not have a sibling at Mayfield

In each category, if there are more children than places available, priority will be given to children who live closest to the Mayfield (see Note 4).

3. A child is given catchment area priority on the waiting list once it has been confirmed that the family is permanently resident at the new address.
4. Once a child's name is on the appropriate waiting list, parents will be asked to re-affirm their interest in the school annually or their child's name will be removed from the waiting list.

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# ADMISSION ARRANGEMENTS FOR MAYFIELD SCHOOL'S SIXTH FORM

*For admission on or after 1<sup>st</sup> September 2012*

## **Admission into Year 12**

The Admission Number for Year 12 is 40 external students, i.e. the school plans to admit up to 240 students into Year 12, of which up to 40 will be from schools other than Mayfield.

Students already on roll at Mayfield and external students will be offered a place in Year 12 if an appropriate course in one of the three 'Pathways' exists and they have the necessary entry qualifications, as follows:

The entry requirements for all pathways are reviewed annually and publicised to students and parents.

### **PATHWAY 1**

**GCE A Level** in most of traditional subjects plus others including Government & Politics and Ancient History.

Students are required to have 5 GCSE passes grade A\* to C (minimum of 3 Bs and 2 Cs) and at least a grade B at GCSE in the subject to be studied at GCE A level where appropriate. NB: B grade or above is required in GCSE English Language for the majority of A level subjects. To study Mathematics A level students require at least a grade A in the higher paper.

### **PATHWAY 2**

#### **Level 3 BTEC Subsidiary Diploma/Level 3 BTEC Diploma**

Minimum of 5 A\* - C passes. Where students have gained a grade B or above at GCSE they may also take one A level subject.

### **PATHWAY 3**

#### **Level 2 BTEC First Diploma**

For all students who did not achieve five GCSEs at grade A\* to C.

In addition to the above, all students are offered the opportunity to retake their GCSE in English, Mathematics or both, where required.

## Notes to the Admission Arrangements

1. **‘Living’** - refers to the home of a child living with her/his birth parents, legal guardian or foster parent(s) by the ‘due date’. In the case of a child whose parents are separated, only one address may be nominated on an application for admission as follows:
  - if one parent has parental responsibility (as evidenced by documentation) that parent’s address must be used;
  - if both parents have parental responsibility (as evidenced by documentation), Mayfield may accept the parent’s address used by the child’s primary school, and
  - if a child lives full or part-time with neither parent, e.g. with a relation, Mayfield may accept this if it can be confirmed that the child sleeps at this address for a minimum of four nights each week.
2. **‘Due date’** - is the date by which applications must be returned to and received by the London Borough of Redbridge.
3. **‘Sibling’** – in order to qualify for priority, the sibling must be on roll at Mayfield at the time of application and continue to attend Mayfield in the following academic year. In addition to brothers and sisters, the term ‘sibling’ includes:
  - half-siblings
  - adopted siblings
  - children subject of a residence order
  - foster children
  - step-children
  - common law step-children
4. **‘Living closest’** - means the shortest measured walking distance as measured by a Geographic Information System from the main front entrance of the building in which the child resides to the main entrance to Mayfield school using public roads and recognised footpaths. In the event of more than one child residing at the same distance from the school, lots will be drawn to decide how the place(s) will be allocated.

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## APPEALS AGAINST ADMISSION DECISIONS

1. The Schools Standards and Framework Act 1998 allows parents to appeal against any decision made by or on behalf of Mayfield School.
2. Every effort will be made to meet parental preferences and no appeal to any Appeal Panel may be lodged before the Admission Authority has made a firm decision. Parents will, where this decision is not in accordance with their preferences, be informed of the date by which they must lodge their appeals.
3. Mayfield will implement the decisions of the Appeals Panel.
4. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the Admission Arrangements.