

ADMISSION ARRANGEMENTS

For admission on or after 1st September 2020

Secondary Transfer Applications

1. Mayfield School, hereinafter called 'Mayfield', has a designated size based on "the planned admission number" which is the number of pupils per year group that can be accommodated. The Planned Admission Number for years 7 to 11 inclusive is up to 300 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', 'looked after', 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 will 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 at least 31st December of each school 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 'In-Year Admissions' criteria listed below.

The list will be 're-ranked' in accordance with the over-subscription criteria for each child added to it.

Priority will **not** be given based on the date an application is received or when their name was added to the list.

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.

In-Year Applications

- 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.

Parents can re-affirm their interest by letter addressed to the 'Admissions Manager, Mayfield School' at the school's address or by e-mail to: admin@mayfieldschool.net

ADMISSION ARRANGEMENTS FOR THE SIXTH FORM

For admission on or after 1st September 2020

Admission into Year 12

The Admission Number for Year 12 is 60 external students, i.e. the school plans to admit up to 300 students into Year 12, of which up to 60 will be from schools other than Mayfield.

Students already on roll at Mayfield and external students will be offered a place in Year 12 on one of the five 'Pathways' below. Each pathway is dependent on them having the necessary entry qualifications for that subject/pathway, as follows:

Recommended Pathways at KS5	
Mainly 7 or above at GCSE → 3/4 A Levels → 3 Facilitating or 3 Facilitating & 1 Open	Pathway 1
Mainly 6 & 7 or above at GCSE → 3 A Levels → 2 Facilitating & 1 Open	Pathway 2
Mainly 5 or above at GCSE → 3 A Levels → 1 Facilitating & 2 Open OR 3 Open	Pathway 3
Mainly 4/5 or above at GCSE → BTEC Level 3 & 1 A Level (A merit if BTEC studied in Year 10 and 11)	Pathway 4
Below 4 at GCSE → BTEC Level 2	Pathway 5

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

In addition to the above, all students (internal and external) who have not achieved a grade 4 or above in GCSE English and mathematics, or both, will be required to re-take them.

The school will accept students who did not take their GCSE examination(s) at Mayfield.

Further information regarding subject choices and entry requirements can be found on the school's website under the 'Sixth Form' tab.

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 siblings
 - step siblings
 - common law step-children
4. **'Living closest'** - means the shortest measured walking distance as measured by the London Borough of Redbridge's 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 the allocation.
5. **'Looked after'**- is defined in Section 22(1) of the Children Act 1989 as any child in the care of the local authority or provided with accommodation by them, e.g. children with foster parents and 'Previously Looked after Children'. 'Previously Looked after Children' are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) within the calendar year before submission of the common application form.

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. Mayfield will implement Appeals Panel decisions.
2. For Year 12 applications, students may appeal in their own right.
3. 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.
4. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the Admission Arrangements.