

## ADMISSION ARRANGEMENTS

*For admission on or after 1<sup>st</sup> September 2022*

### Secondary Transfer Applications

1. Mayfield School, hereinafter called 'Mayfield', has a designated size based on 'the Published Admission Number' (PAN), which is the number of pupils per year group that can be accommodated. The PANs for each Year Group are as follows:

Years 7 & 8 = 300 students; Year 9 = 330 students; Years 10 & 11 = 360.

The school has a set 'catchment area' from which it takes children. Children living in the catchment area have priority for admission. See **map** <https://www.mayfieldschool.net/305/admissions>

Applications for transfer in September 2022 should be submitted via Redbridge local authority's online **application form** (<https://www.eadmissions.org.uk/eAdmissions/app>) by 31<sup>st</sup> October 2021, at the latest.

Notification of the allocated school will take place on 1<sup>st</sup> March 2022 or the next working day.

2. If the demand exceeds the number of places available, all applications will be considered on an equal basis in the following priority order:
  - (a) 'looked after children', i.e. children in the care of a local authority as defined by section 22 of the Children Act 1989;
  - (b) children of school staff, up to one place per form of entry;
  - (c) children who live in the catchment area and have a sibling at Mayfield;
  - (d) children who live in the catchment area and do not have a sibling at Mayfield;
  - (e) children who live outside the catchment area and have a sibling at Mayfield;
  - (f) 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 school (see Note 3). 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.

A child is given catchment area priority on a waiting list once it has been confirmed that the family is permanently resident at the new address.

3. Late Applications will be dealt with after all on-time applications in the first round of offers on the statutory annual allocation dates. If the school is over-subscribed, the child's place on the waiting list will be determined in accordance with the priorities in para 2. Priority is not given based on the date the application was received or when the name was added to the waiting list. As places become available, they will be allocated in accordance with the priority order as detailed in para 2.
4. The law provides a separate process for the admission of children with an Education and Health Care Plan (EHCP). The school will work in full co-operation with the appropriate agencies to ensure children with an EHCP which names Mayfield will be admitted.

5. The Waiting List will run until 31<sup>st</sup> December. After this time, parents still wishing their child to be considered for Mayfield must submit an online In-Year Application for their child to remain on the waiting list. A new waiting list will then be drawn in accordance with the agreed oversubscription criteria in para. 2. The length of time a child is on the waiting list does not affect their position. All subsequent waiting lists will continue until 31<sup>st</sup> August the following year.

Applicants will be told at the time an offer of a place elsewhere is made and refused of the need to re-apply for continued consideration at Mayfield. The waiting list will be drawn up in accordance with para. 2.

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## 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.
2. **‘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.
3. **‘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 school’s main pedestrian entrance in Mayfield Road 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.
4. **‘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 child arrangement order or special guardianship order) within the calendar year before submission of the common application form.

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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. For Year 12 applications, students may appeal in their own right.
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. Repeat appeals in the same academic year will not be considered unless there have been significant and material changes in circumstances relevant to the application.
4. The school will implement Appeals Panel decisions.
5. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the Admission Arrangements.

## **ADMISSION ARRANGEMENTS FOR ENTRY TO THE SIXTH FORM**

*For admission on or after 1<sup>st</sup> September 2022*

### **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:

<b>Recommended Pathways at KS5</b>	
Mainly 7 or above at GCSE → 3/4 A Levels → 3 Facilitating <b>OR</b> 3 Facilitating & 1 Open	<b>Pathway 1</b>
Mainly 6 or above at GCSE → 3 A Levels → 2 Facilitating & 1 Open	<b>Pathway 2</b>
Mainly 5 or above at GCSE → 3 A Levels → 1 Facilitating & 2 Open <b>OR</b> 3 Open	<b>Pathway 3</b>
Mainly 4 or above at GCSE (A merit if BTEC studied in Year 10 and 11) → BTEC Level 3 & 1 A Level	<b>Pathway 4</b>
Less than 5 x Grade 4 at GCSE including English and Maths → BTEC Level 2	<b>Pathway 5</b>

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

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.