



**MAYVILLE
HIGH SCHOOL**
Founded in 1897

Admissions Policy

Mayville High School is a co-educational independent school for pupils from 2 to 16 years of age.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We hold three open events a year, one in each term. In addition, there is an evening event for pupils wishing to enter Y7 (Remove) in the October of the year preceding the proposed entry. Details of these events are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the school office on 023 9273 4847 or email us at enquiries@mayvillehighschool.net to arrange a visit. Prospectus requests can also be made on our website at www.mayvillehighschool.com

Mayville High School accepts pupils from a wide ability range, meeting individual needs via targeted 1:1 support, small teaching groups and extension activities.

Pupils with a SpLD may be assisted within the school's own Dyslexia Unit whilst the Gifted and Talented Co-ordinator monitors provision for those on the school's Gifted and Talented Register.

Early Years Foundation Stage

Entry to our Nursery is normally by tour and/ r session visit as well as a meeting with the room leaders. Our nursery feeds our Reception class (Lower 1), therefore it is assumed that pupils joining will be going through to Reception and subsequently into the Pre-Prep department.

In Year R (Lower 1) priority is given to pupils within our own Nursery Department but there are always spaces for children from other nurseries.

Nursery Education Grant

Parents can access Universal Early Education Funding for 2 - 4 year olds, 'term time' only (38 weeks) without incurring any additional mandatory charges (including consumables).

Pre-Prep and Junior School

Entrants to the Pre-prep Department or Junior School will spend a day at the school with the class they will join. During the taster day they will be seen on a 1:1 basis for testing. This ensures that we maintain the correct balance of abilities within the class.

Senior School

Internal (our own Year 6s) and external applicants for the Senior School sit 11+ assessments in November of the preceding academic year. In addition, all pupils spend a day in the Senior School in the June before the start of their Y7 (Remove) school year. We typically accept pupils from a wide ability range whilst ensuring the appropriate balance of abilities within the year group.

Places are usually available from year 8 - 11 and entry will depend on a day's visit and 1:1 testing and receipt of a good reference from the pupil's current school.

Equal Opportunities

Mayville High School is committed to equal treatment for all, regardless of a candidate's gender, pregnancy

or maternity, race, ethnicity, religion and belief, cultural or linguistic background, disability, sexual orientation, gender reassignment, SEN and disability. The school's provision for bursaries is described below.

SEND – Wyvern House

Mayville High School does not discriminate in any way regarding entry. The school does take pupils with educational needs provided that the learning support department and/or Wyvern House can offer the support the pupils would require in order to make good progress in relation to their ability. We welcome pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Headteacher at the initial meeting and before any assessment takes place. Parents should provide a copy of an educational psychologist's report, the EHCP or a medical report, if they have one.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

The Assessment Process

The aim of the process is to identify potential. Mayville is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

All other candidates for entry below 14+ (Y10) will be seen on a 1:1 basis for testing

except for entry into Y7 (Remove) where there is standardised formal assessment in Reading, Mathematics and Reasoning along with a creative writing exercise and interview for external applicants.

The dates for the assessment process for entry into Y7 (Remove) are published on our website. We will offer places to candidates from our waiting list for Y7 after the closing date for acceptances.

Sibling Policy

Wherever possible Mayville is keen that siblings join us. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive more successfully in a different academic environment.

Scholarships

Mayville offers a number of scholarships.

- Each year there are two Livesey Scholarships awarded for academic achievement at the end of KS1. These are for a maximum of 50% of fees for the period of the Junior School (Y3-6).
- There are a number of academic scholarships available from Y7 (Remove) for the remainder of the Senior School years. These are awarded according to performance during the entry assessment for Y7 (Remove).

Mayville also offers scholarships for entry at Y7 (Remove), and for the duration of the Senior School, for excellence in:

- Creative Arts (either Art, Drama, Music, Dance (or a combination of)

- Sport

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered up to a 50% reduction in the fees throughout their time at Mayville. Parents are asked to indicate on the registration form at the end of this document whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the school's means-tested assisted places described below, when they register their child.

Academic Scholarships for entry into the Senior School:

Candidates who attend the Remove (Y7) entrance procedure are automatically considered for scholarships. Academic scholarships are selected from the most outstanding performers in the entrance examinations. Scholarships are held for the duration of a pupil's time in the school, provided their academic progress and conduct is satisfactory.

Creative Arts Scholarships for entry into the Senior School

Candidates must obtain a specialist reference from their current teacher or coach. They will be required to perform short pieces if they wish to be considered for Music, Drama or Dance awards and this will be seen during their day in school. Artists should provide a portfolio of evidence of their work. This should be brought to school on the Saturday assessment in November and will be returned on the whole day visit that forms part of the assessment process. They will be expected to demonstrate enthusiasm for and commitment to Music, Drama Dance and/or Art and will be expected to make a contribution to the creative life of the school throughout their time at the school. They will also be expected to a GCSE in the subject in which they receive an award.

Creative Arts scholarships will only be awarded to pupils who have passed the school's entrance assessment.

Sports Scholarships

Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in one or more sports. They will be assessed by the teachers of Sport and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current teacher of sport and or external coaches/managers. They will be expected to make a contribution to the sporting life of the school throughout their time at Mayville.

Sports scholarships will only be awarded to pupils who have passed the school's entrance assessments.

Bursaries

Mayville High School typically offers two means-tested awards annually to candidates at Y7 (Remove) entry, where the parents have indicated on the registration form that they require financial support. Assisted Places are means-tested. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but is never more than 80% of full fees.

Bursaries are always offered on an annual basis. The family is required to provide fresh information about its circumstances each year that their child is on roll. The level of support may vary according to fluctuations in income.

Bursaries are only offered to families resident in the UK.

The school's practice is to allocate its entire available bursary funding on entry. The school's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed,

will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

Overseas Applicants

We welcome overseas pupils who can study at Mayville provided that they have a relative or legal guardian living in the UK with whom they reside on a permanent basis. However, parents of overseas pupils should appreciate that Mayville does not run a short-term study programme and expects overseas pupils to finish a complete course of study such as Y7-Y11.

In order to cope with the high academic and social demands of Mayville overseas pupils must be fluent English speakers. Normally pupils should have been educated in English for at least 2 years before coming to the School.

Religious Beliefs

Although Mayville High School is a Christian school, it does not select for entry on the basis of religious belief, and it offers the opportunity for pupils of other religions to practise their own faiths. However, parents should be aware that pupils are expected to attend school assemblies that are Christian and that there are occasions, such as harvest festival or the annual school carol service, when we attend the local parish church. It would also be expected that for some events pupils may be required to sing and /or dance as part of presentations.

Admissions register

The school admissions register, sometimes known as the 'the school roll', must be kept in accordance with the School Attendance (Pupil Registration) (England) [Regulations 2024](#)

Regulation 8 sets out the contents of the admission register.

The following information will be held on our registers

- name in full;
- sex; this should be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18);
- name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989
- where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information;
- two telephone numbers at which the parent with whom they normally live can be contacted in an emergency;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

- Records will be kept for six years

The reasons for removing a pupil from the Admissions Register will be

(according to Regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024)

- A – the pupil has been registered at another school.
- B – the pupil has not continued at the school following completion of nursery education.
- C – the pupil is also registered at one or more other schools and the other schools have agreed the deletion.
- D – the pupil has a school attendance order which has been changed to name another school.
- E – the pupil had a school attendance order which has been revoked.
- F – the parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school.
- G – the pupil no longer normally lives a reasonable distance from the school.
- H – the pupil has not returned following a leave of absence.
- I – the pupil has been continually absent from school for 20 school days unauthorized, or 10 school days absence after authorized absence, and reasonable steps have been taken to secure the pupil's attendance.
- J – the pupil is detained under a sentence of detention.
- K – the pupil has died.
- L – the pupil will be over compulsory school age and will not continue into the sixth form.
- M – the pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid.
- N – the pupil has ceased to be a pupil at an independent school or non-maintained special school.
- O – the pupil has been permanently excluded from the school at an independent school or non-maintained special school.

School's Contractual Terms & Conditions

Copies are on the school's website and will be made available to parents as part of the admissions process.

Complaints

The school hopes that parents and pupils do not have any complaints about the admission process, but a copy of the school's complaints procedure is available on the website www.mayvillehighschool.com

Mayville High School
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