



ADMISSIONS POLICY

Malvern College receives enquiries from a wide variety of sources including those from families responding to our national and international reputation or who have visited the School website, and from those who are already familiar with the School such as Old Malvernians, current parents and their friends and those who have been recommended to us by our feeder schools.

All enquiries are dealt with fairly and equally, irrespective of nationality, race, religion or personal circumstances. Disability is not a bar to application and parents must disclose disabilities, which will be handled confidentially and sympathetically. The policy is therefore inclusive and non-discriminatory.

There are two key points of entry: 13+ (into year 9 or the Foundation Year as it is known at Malvern) and 16+ (into the Sixth Form). A small number of pupils also enter the School in Year 10 (Remove) and for the one-year Pre-Sixth Form Course in Year 11 for which there are inevitably very few spaces. Entry to the Lower School (Years 9, 10 and 11) is dependent upon success at interview and through either Common Entrance, the 13+ Academic Scholarship or the School's own entrance tests whichever is appropriate. Sixth Form applicants must be successful at interview and pass entrance tests in their three A level subjects or three Higher Level IB subjects plus Mathematics and English as appropriate.

The first point of contact for an enquiry about the School (if not through the School website), should be the Registry. The Registry is responsible for all aspects of the admissions process including visiting the school, registration, entrance tests, scholarships, admissions timelines, interviews, offers of a place at the School and general admissions enquires.

An enquiry about the School usually leads to the issue of a School Prospectus which contains the following: Information booklet, Lower School booklet, Sixth Form booklet, information on the co-curriculum and a DVD. The Information booklet also contains the Registration Form.

In order to proceed with an enquiry and to maintain contact, the Registry gathers basic family details which may include: names, addresses, contact details, pupil's date of birth, current school, learning support requirements and notes on the child's interests and subject choices. If the pupil is from outside the UK the family will be asked to forward a copy of their child's last two school reports.

All prospective pupils are expected to visit the School and ideally this should take place at least two years prior to the year of entry. Initially this can be on an Open Morning or on an individually arranged visit, but unless there are exceptional circumstances all pupils should visit the school at some stage on a formal family visit. The Open Morning provides a broad flavour of the school and is particularly useful for families who are in the early stages of establishing their options. The formal visit provides a more comprehensive insight into the School and can be individually tailored to meet the needs of the family. Such a visit would typically include meetings with the Headmaster, Registrar, a tour of the School and a tour of one or two of the boarding houses and a meeting with the relevant academic Head of Year if appropriate. Interviews take place during the formal visit. The optimum time for a Year 9 pupil to visit is when they are in Year 6 or the first term of Year 7. For Years 10, 11 and Sixth Form candidates it is the year before the year of entry.

If the family considers the School to be an option for their child, the next stage is Registration. This involves completion of the Registration Form and payment of a non-refundable Registration fee. Some parents will wish to register their children prior to visiting the school, others register once they have visited several schools. Registration guarantees a place in the school subject to the child passing either Common Entrance or the School's own entrance tests (whichever is appropriate) and, where appropriate, a successful at interview.

Parents may provisionally reserve a day or boarding space in a particular House, but no more than three years prior to entry. However, the child has to be registered and he or she must have visited the school on a formal visit. Places are filled on a first come first served basis and there are limitations placed both on the number of day spaces in each year group in each house and the number of pupils from one particular prep school or area.

The next stage in the admissions process is confirmation of the child's place. This requires parents to complete, sign and return the Acceptance Form and pay the acceptance deposit. This finally guarantees the child's place in the School and confirms the pupil's House. The form asks parents to acknowledge that they have read, noted and understood the Terms and Conditions. The point at which parents can confirm differs between the point of entry and the child's previous school. For Year 9 pupils from UK Prep Schools, parents will be asked to confirm their child's place 20 months prior to the Year of Entry (January of the year before). Prep School parents who are keen to confirm their places sooner may do so at any time and if they subsequently change their mind, the deposit is refundable until 20 months prior to entry. All other applicants are asked to confirm once they have passed their respective entrance tests. Year 11 and Sixth Form candidates are tested prior to 31st October in the Year before entry and Year 9 and 10 pupils are tested in January/February and prior to 3rd March in the year of entry. Late applicants in any year group are asked to confirm their places once they have visited the school and successfully passed their entrance tests and interviews.

Once the confirmation and examining process is complete, the School has a complete list of entrants that are expected to join in September. The Registry will distribute New Pupils Papers six months prior to entry or, for candidates who confirm later, the Papers will be sent out once they have returned the Acceptance Form and paid the deposit. The Accounts department will then supply the first term's invoice and the Housemasters and Housemistresses will welcome their new entrants with appropriate joining instructions and House information.

Parents from outside the UK are required to nominate a guardian for their child before they take up their place at Malvern; it is strongly recommended that guardians should be local to the school. Overseas candidates therefore have to complete the Guardianship Form (issued by the Registry in the New Pupils Papers) and return it prior to their entry. Non-EU pupils who do not hold a UK passport are also required to be in possession of a valid Tier 4 Visa prior to starting at the School. Pupils are not allowed to commence their education on a Visitor's Visa. The process of obtaining a Tier 4 Visa prior to the start of term is the responsibility of the parent.