



ADMISSIONS POLICY

1. Admissions Principles

Malvern College welcomes enquiries from families of all backgrounds and is committed to operating a fair, transparent and non-discriminatory admissions process.

The College seeks to admit pupils who will benefit from, contribute to and thrive within the academic, pastoral and co-curricular life of the College.

Admission decisions are based on a range of factors, including academic potential, personal qualities, pastoral suitability, the ability of the College to meet a pupil's needs and the College's assessment of whether a successful partnership can be established between the pupil, their family and the College.

While the College operates a structured admissions process, admission is not automatic and registration does not guarantee an offer of a place.

The College reserves the right, at its discretion, not to offer a place where it concludes that admission would not be in the best interests of the pupil, the College or the wider school community.

In reaching admissions decisions, the College may consider all information available to it during the admissions process, including but not limited to academic performance, school references, interviews, pastoral information, attendance records, safeguarding considerations, behavioural history, the completeness and consistency of information provided by families and the College's ability to establish a constructive and trusting relationship with parents or guardians.

2. Equality, Inclusion and Educational Needs

All enquiries are dealt with fairly and equally, irrespective of nationality, race, religion or personal circumstances.

Malvern College is committed to providing an inclusive admissions process and welcomes applications from pupils with disabilities, learning differences and additional educational needs.

Parents are expected to disclose any known educational, medical, behavioural or pastoral needs at the earliest opportunity so that the College can determine whether it can reasonably meet those needs and provide appropriate support.

All information will be handled confidentially and sensitively.

3. Selection Criteria

The College considers academic ability and potential, entrance assessments, references, interviews, personal qualities, pastoral suitability, attendance history, behavioural record, safeguarding considerations, the College's ability to support the pupil's needs, availability of places and the College's assessment of whether a positive and constructive relationship can be established with the pupil and their family.

Meeting one or more of these criteria does not automatically result in an offer of a place.

4. Enquiry and Visit Stage

The Admissions Team is responsible for all aspects of the admissions process including visits, registration, assessments, scholarships, interviews, offers and general admissions enquiries.

Families will normally be invited to visit the College through an Open Day Event or individual visit. Where geography prevents a visit, virtual engagement may be offered.

5. Registration

Registration requires completion of the Registration Form, submission of two recent school reports (with comments) and payment of the Registration Fee. Registration enables a pupil to be considered for admission to the College, it does not guarantee an offer of a place.

Parents are expected to provide complete, accurate and timely information throughout the admissions process. The College reserves the right to decline an application, withdraw an offer or refuse admission where material information is withheld, omitted, inconsistent or subsequently found to be inaccurate.

6. Assessment and Interview

Applicants will normally complete entrance assessments and attend an interview (in person or online). The purpose of the process is to determine whether the pupil is likely to thrive academically and pastorally within the College environment.

7. Offers of Places

Following completion of the admissions process, the College will determine whether to offer a place.

The College is not obliged to provide detailed reasons where a place is not offered.

A successful education depends upon a positive and constructive relationship between the College, the pupil and their family. The College therefore reserves the right not to offer a place where it concludes that such a relationship cannot reasonably be established or maintained.

8. Acceptance of an Offer

To accept an offer, parents must complete and return the Acceptance Form, read and accept the Terms and Conditions (including the Parent Code of Conduct) and pay the Acceptance Deposit.

The College may withdraw an offer prior to entry where material information subsequently comes to light that would have affected the original admissions decision.

9. Scholarships and Bursaries

Scholarships and bursaries are subject to separate policies and assessment processes.

Applications for financial assistance must be supported by complete and accurate financial information.

Where an application for financial assistance is made, an offer of a place may be conditional upon the outcome of the bursary assessment process and the availability of bursary funding.

10. House Allocation

Pupils will be assigned to a Boarding House by the Admissions Team in consultation with House staff.

Sibling priority and prior family connections to a House will be considered where possible. Families are welcome to express a preference for up to 2 Houses, and the College will endeavour to accommodate such requests where capacity and operational considerations allow.

House allocations are made following careful consideration of a range of factors including available capacity, year group balance, pupil welfare, pastoral considerations, feeder school representation, nationality mix, sibling connections and the overall composition of each boarding community.

Whilst parental preferences will be considered carefully, the College cannot guarantee a particular House allocation. Final decisions regarding House allocation rest with the College and are made in what it believes to be the best interests of the pupil, the House and the wider College community.

By accepting a place at the College, families acknowledge that House allocation is determined through this process and that a preferred House may not be available.

11. Guardianship Requirements

All pupils who require immigration sponsorship from the College (including Child Student and Student Visa holders) must have appropriate guardianship arrangements in place before a visa application can be supported by the College.

The College strongly recommends that families appoint an AEGIS or BSA accredited educational guardian through a recognised guardianship organisation.

Families wishing to nominate a family member, family friend or other non-accredited guardian may do so; however, such arrangements are subject to approval by the College and additional compliance checks.

In these circumstances, the proposed guardian must successfully complete all safeguarding and suitability checks required by the College and its appointed guardianship partner, including enhanced DBS and identity verification checks where applicable.

Families should be aware that:

- Approval of a non-accredited guardian is not automatic.
- Additional charges may apply where safeguarding checks are required.
- Completion of these checks can take a number of weeks and may significantly extend application timelines.
- A place at the College does not guarantee approval of a proposed guardian.
- Visa documentation may be delayed where guardianship arrangements have not been fully approved.

In accordance with current regulatory and sponsor requirements, details of the pupil's guardianship arrangements must be provided to the College before visa sponsorship documentation can be issued and before a visa application can proceed.

The College reserves the right to require alternative guardianship arrangements where it considers the proposed arrangements do not adequately meet its safeguarding, welfare or compliance requirements.

Failure to establish satisfactory guardianship arrangements may result in admission being delayed, sponsorship being withheld, or an offer of a place being withdrawn.

12. Student Visa Requirements

Pupils who do not hold British citizenship or who are otherwise subject to immigration control must have the appropriate immigration permission in place before they can begin their education at the College. This means that they must hold a valid Student Visa or Child Student Visa. Pupils cannot start their studies on a Visitor Visa.

The visa application process is the responsibility of the parent, and the College requires all families to work with its approved visa partner.

Evidence of immigration status, including Settled or Pre-Settled Status where applicable, must be provided to the Admissions Team before entry. Failure to obtain the required immigration permission may result in admission being delayed or withdrawn.