



MAGDALEN COLLEGE SCHOOL

FOUNDED IN 1480
BY WILLIAM OF WAYNFLETE

Admissions Policy

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General

Magdalen College School is an independent day school for boys from ages 7 to 16 and boys and girls in the Sixth Form. The School has around 960 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Magdalen College School. We usually hold a number of open events, with our major Open Day taking place in September; these give a general introduction to the School. Details of how to visit Magdalen College School are published on our website. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

The entry procedure

Magdalen College School is academically selective. Selection is based upon academic merit and potential which is assessed through an entry examination, an interview at the School and references, and other relevant information, including from the candidate's previous or current school (the School may ask the candidate's previous or current school for relevant information about the candidate, including information about any disabilities / special educational needs). Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution to the life of the School.

The School does not normally accept applications for pupils to join a year group outside of their current school trajectory. The main points of entry are at 7+ (Year 3), 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12). The School may also have occasional places at other ages. Please contact the Registrar for details.

The School's Registration Form is available on the School's website and from the Registrar/Admissions Administrator. The website also gives the closing dates for applications, which is usually 31st October of the year preceding entry, with the exception of Year 9 Pre-test applications where it is three years preceding entry and Year 12 (Sixth Form) where it is 30th September of the year preceding entry.

Equal opportunities

Magdalen College School aims to encourage applications from candidates from a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries can also be found on our website and is outlined below.

Magdalen College School is committed to equal opportunities for all, regardless of a candidate's sex (subject to the next sentence), race, ethnicity, religion or belief, disability, gender reassignment, sexual orientation or social background. Magdalen College School does not admit girls in Years 3-11 inclusive.

Magdalen College School welcomes direct applications from international candidates who are able to relocate to Oxford with their parents for the duration of the pupil's time at the School. As a day school we require all students to reside with their parents, within commuting distance of the School. Our procedure for the recruitment and enrolment of pupils from overseas (and non-British or Irish passport holders already living in the UK) is in line with UK Visa & Immigration requirements, which means we are obliged to establish that every pupil has a Right to Study in the UK. For further detail please see Annex A.

Special educational needs

Magdalen College School's aim is not to unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before he/she sits the entrance exam so that we can consider whether adjustments need to be made for him/her. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical / behavioural / diagnostic report if they have one and any other relevant information or reports. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that he/she will be able to access the education offered and that we are able to ensure his/her health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

Parents must also disclose at the point of application, any information about their child which would assist the School in ascertaining the child's learning and pastoral support needs. Even where a child does not have a diagnosed special educational need, physical or mental disability, parents are required to disclose any support the child has received at a previous or current school, or outside the school setting, to ensure the child will receive all the support they need and that their needs can be met. If parents require any guidance on this, they should discuss with the Admissions team in the first instance, who can put them in touch with the Learning Support team if necessary.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that his/her health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

The assessment process

The aim of the process is to identify potential. Magdalen College School 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. We do however put some sample materials on our website and suggest that all candidates look through these prior to sitting the entrance tests.

All candidates for entry (below 16+) sit papers in English, Maths and Verbal Reasoning, which are designed for their age group, with the exception of Year 3 (7+) candidates who do not have a Verbal Reasoning Test.

For Junior School, 11+, 13+ and Pre-test entry, interviews take place after the entrance exam has been sat. Not all candidates are offered an interview, and being offered an interview is not a guarantee of a place. Candidates who are not successful in their application to join the Senior School (Year 7-9) may not apply again within a two-year period.

Candidates for entry at 16+ (Year 12) sit a Verbal Reasoning test and written papers in two of their chosen A Level subjects. Selected candidates are invited back for two interviews; one general interview and one in a subject that they propose to study at A Level. Our offers of places

into Year 12 are conditional upon a candidate achieving a minimum of six 8s or 9s at GCSE, including Grades 8 or 9 in the subjects proposed for study at A Level.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We may offer places to candidates from our waiting list after the closing date for acceptances.

References will be sought from the Head of a candidate's current school as part of the assessment process.

Informal assessment

The school also offers an informal assessment service for prospective Junior School candidates, to enable parents to gain an idea of their son's academic abilities in the context of a possible application. Further details are available on our website.

Sibling policy

Some siblings join us at Magdalen College School. However, admission is not automatic and the offer of a place is dependent on the outcome of our admissions procedure.

Choristerships

The School educates the sixteen young boys of the Magdalen College Choir. Boys selected for choristerships have two thirds of their school fees paid at the School by Magdalen College, University of Oxford, subject to the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions. More details about choristerships are available on the School website.

Scholarships

Magdalen College School offers some scholarships each year in the Senior School for excellence in:

- Academic work
- Music
- Sport
- Art
- Drama (Lower Sixth only)

The number of scholarships awarded varies each year. A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Scholarships will only be made to pupils who have passed the School's entrance examination and satisfied the School's entry requirements.

Purpose of Scholarships

Scholarships are designed to recognise excellence and to celebrate exceptional talent. All Scholarships are honorary, however, Music Scholars will receive the value of a year's free tuition in one instrument. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

Scholarships and Bursaries are distinct. We encourage all parents who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same time as registration of their child) for one of the School's means-tested bursaries described below.

Academic Scholarships

All candidates at 11+ and 13+ are considered for Academic Scholarships on the basis of their performance in entrance tests. Pre-test candidates who apply to us from prep schools sit separate exams.

Academic Scholarships are held for the duration of a pupil's time at the School, provided his/her conduct is satisfactory. Further scholarships are offered to entrants to Year 12 and to existing pupils, based on performance at GCSE.

Music Scholarships

Music Scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Details are on our website. Awards are made following interviews with the Director of Music or a member of the music department. Music Scholarships are held for the duration a pupil's time at the School, during which time they will be expected to demonstrate enthusiasm for and commitment to music and to make a contribution to the musical life of the School. Music Scholarship holders are not expected to study Music as a subject.

Sports Scholarships

Following assessment and interview, Sports Scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in one or more sports. Awards are valid for a duration of a pupil's time at the School subject to the pupil demonstrating qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current director of sport or PE teacher if

available. They will be expected to make a significant contribution to the sporting life of the School throughout their time at the School.

Art Scholarships

Art Scholarships are awarded to pupils who demonstrate a strong talent and interest in the subject. Candidates are asked to submit a portfolio and shortlisted pupils are interviewed by our Head of Art. Art Scholars are expected to make a significant contribution and it is expected that all those awarded a Scholarship at 13+ will take GCSE Art and that 16+ applicants will take the subject at A Level.

Drama Scholarships

Drama Scholarships are awarded to pupils who demonstrate outstanding performance skills and commitment to their on-going development. Candidates are expected to lead by example and display professionalism throughout the rehearsal and performance process. At interview with our Head of Drama, candidates will be required to perform a monologue and participate in a short paired or group activity.

Drama Scholarships are only available to 16+ applicants.

Financial assistance with fees (Bursaries)

Magdalen College School's bursary programme is designed to make it possible for as many as possible of those who meet Magdalen College School's entry criteria to take up a place here. Parents who require financial assistance with fees should indicate this on the Registration form. Bursary awards are means tested, and this is conducted in partnership with a third party. Parents are required to fill in an online form, provide evidence of their financial circumstances, and a representative of the third party will meet parents at home or online.

Bursary awards are subject to an annual review of a family's financial circumstances, with current information being required for every year that a family applies for a bursary for a child or children. Bursary awards may be varied up or down, depending on financial circumstances.

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.

Our bursary policy can be viewed on our website or can be obtained from the Registrar.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

Overseas applicants

We welcome overseas pupils whose parents are planning to relocate within daily commutable distance of Oxford, and who would be able therefore to study at Magdalen College School. More details on this are contained in the School's Terms and Conditions.

Fluency in English

In order to cope with the high academic and social demands of Magdalen College School, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium before coming to the School and applicants whose first language is not English must be able to prove that they have the academic potential to complete the chosen course of study and that their English is adequate for the subjects they wish to study.

Religious beliefs

Magdalen College School welcomes applications from prospective pupils of all faiths and of no faith.

Although Magdalen College School has a Christian foundation, the School does not select for entry on the basis of religious belief.

However, parents should be aware that there is the expectation that pupils will take part in sport and other activities on Saturdays, and that all pupils are expected to attend morning chapel.

Offers and acceptances

Offers are at the Master's discretion, and her decision with regard to admissions is final, as set out in our Terms and Conditions. Parents who wish to accept a place must do so by the date specified, and must do so by completing our Acceptance Form and paying a deposit.

School's terms and conditions

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process. Attendance at the School is conditional on acceptance of and adherence to its Terms and Conditions. The School requires all holders of parental responsibility to be aware of and in agreement with the application. If this is not possible, parent(s) of prospective applicants are invited to contact the Registrar.

Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. Please note however that the Complaints Procedure is not available for use by prospective parents.

Records and review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice (which is available on the School's website) and Records Retention Policy, which can be made available on request.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

Reviewed by:	Master
Date:	July 2024
Next review:	July 2025
Reviewed by:	Farrer & Co, July 2024
Next Lawyer review:	July 2026

ANNEX A

Right to Study Checks

In line with UK Visa & Immigration requirements and relevant guidance, Magdalen College School is required to request information from parents in order to confirm a pupil's right to study in the UK.

In light of this, on registration, all parents are required to provide a copy of the prospective pupil's passport.

After a place has been accepted, parents whose child holds a non-British or Irish passport will also be asked to provide a copy of the child's visa which permits them to study in the UK. Please note that the School is not currently offering Child Student sponsorship to new pupils.

Parents of non-British or Irish pupils will also be asked to provide copies of their own passports and proof of their right to reside in the UK. This is to demonstrate that the School's requirement that all pupils will live with their parents in the UK, can be met.

If requested documents cannot be provided prior to the pupil's enrolment at the School, then the School's offer of a place to the child will be rescinded.

Prior to enrolment at the School, parents are required to bring in hard copies of the requested documentation as specified by the Admissions team, in order for the school to verify the pupil's identity.

Updated information and documentation will be requested where necessary (for example, where children hold time limited visas which are due to expire) and if a child is unable to provide documentation to prove they have a continued right to study in the UK in good time (for example, ahead of the expiry of their visa), the School reserves the right to suspend the child pending the provision of the required documents.

All documents will be retained for the duration of a pupil's time at the School and for one year thereafter, in line with UK GDPR and UK Visas & Immigration requirements.