



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 intends to move towards being fully co-educational, our current plan is to admit girls gradually and as follows:

J1 (Year 3) and J2 (Year 4) in September 2027

J3 (Year 5) in September 2028

J4 (Year 6) in September 2029

Second Form (Year 7) in September 2030

Third Form (Year 8) in September 2031

Lower Fourth (Year 9) in September 2032

Upper Fourth (Year 10) in September 2033

Progressing to Fifth Form (Year 11) in September 2034.

The School has around 950 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 throughout the year, 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.

We are also happy to welcome prospective parents and their children at other times. Please contact the Admissions team on 01865 242191 or email admissions@mcsoxford.org to arrange a visit. 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 confidential references, and other relevant information, including from the candidate's previous or current school. (Please note that 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, and to confirm that the prospective parents are not in arrears on the payment of any fees or charges owing to such previous or current school). 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.

We also expect applicants and their parents to act in accordance with our ethos and values and – during the admissions process and beyond – conduct themselves in a respectful and reasonable manner. Our Parent Code of Conduct (available on our website) applies to prospective as well as current parents.

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 does not normally accept applications for pupils to join a year group other than the year group which normally applies for their age.

The School's Registration Form is available on the School's website and from the Registrar/Admissions Administrator. Our website also includes the closing date(s) for applications, which is usually 31st October of the year preceding entry - with the exception of: (i) Year 9 pre-test applications, in which case it is usually three years preceding entry; and (ii) Year 12 (Sixth Form) applications, in which case it is usually 30th September of the year preceding entry.

Equal Treatment

Magdalen College School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions process. 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 proposed plan to introduce female pupils on a gradual basis throughout the School), race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. At present, Magdalen College School does not admit girls in Years 3-11 (but they are admitted in Sixth Form), however as outlined above, there is an intention to go fully co-educational.

Information Sharing

We require parents to inform the School at the outset of the application process about any needs (including special educational needs) which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. We also require applicant parents to

be transparent about any circumstances which may materially impact their ability to comply with the School's Parent Contract, for example, in respect of fees.

The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

Special Educational Needs

Magdalen College School does not unlawfully discriminate in any way. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any reasonable support that they require and cater for any additional needs and that our site can reasonably 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, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child including any reports (for example educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan) or equivalents. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

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 and extra-curricular skills. Sample materials are included on our website and we suggest that all candidates look through these prior to sitting the entrance tests.

All candidates for Junior School entry 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.

Applicants to the Senior School (for Year 7 (11+), Year 8 (12+) and Year 9 (pre-test, late pre-test or 13+) sit a combination of paper and online tests including Maths, Verbal Reasoning, Non Verbal Reasoning, English, Creative Comprehension and Puzzles and Problem Solving. Year 10 (14+) do not sit Creative Comprehension or Puzzles and Problem Solving.

For entry at all age groups, 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 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 a waiting list after the closing date for acceptances.

Confidential references will be sought from the Head of a candidate's current School as part of the assessment process and any offer will be conditional on receiving satisfactory references.

Parents must co-operate with the School and School staff in good faith throughout the admissions process, including by: (a) maintaining a constructive relationship with School staff and acting reasonably; (b) complying with the Parent Code of Conduct; and (c) ensuring that all details or other information notified or otherwise disclosed to the School are accurate, truthful and not misleading (and that relevant details and information, including any changes to the same, are not withheld and are shared in a timely and transparent manner). The School reserves the right to refuse an application if the parents fail to co-operate in this way.

Informal Assessment

The school also offers an informal assessment service for prospective Junior School candidates, to enable parents to gain an idea of their child'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 young choristers of Magdalen College, University of Oxford Choir. Pupils 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 Parent Contract. 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 Parent Contract.

Purpose of Scholarships

Scholarships are designed to recognise excellence and to celebrate exceptional talent. All Scholarships are honorary (i.e. they do not confer a financial award), however, Music Scholars will receive the value of a year's free tuition in one musical instrument. Details of Scholarship applications will be sent to all registered applicants.

Scholarships and Bursaries are distinct. We encourage all parents who anticipate that they will experience difficulty in meeting 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.

All Scholarships are held for the duration of a pupil's time at the School, provided their progress, attendance and conduct is satisfactory and they otherwise comply with the School Rules and the terms upon which the Scholarship is made.

Details of all Scholarships are available on our website.

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.

Further Scholarships are offered to entrants to Year 12 (including 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. Candidates must obtain a specialist reference from their current Head of Music (in addition to any other references required as part of the application process). They will be required to perform on their main instrument, and to complete aural and practical tests. There will also be an interview with the Director of Music or a member of the music department.

Music scholars are expected to demonstrate enthusiasm for and commitment to music and to make a contribution to the musical life of the School throughout their time at the School. Music Scholarship holders are not expected to study Music as a subject.

Sports Scholarships

Sports Scholarships are awarded to outstanding, all-round pupils who have achieved a high level of competence in one or more sports. They will be assessed and interviewed by the Director 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 Director of Sport. 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 required to submit a portfolio and a reference from their current Head of Art. Shortlisted pupils are interviewed by the School's Head of Art. Art Scholars are expected to make a significant contribution to the School's artistic programme and it is expected that all those awarded a Scholarship at 13+ will study GCSE Art and that 16+ applicants will study 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.

Bursaries

Magdalen College School's bursary programme is generous and 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. The School offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. In order to apply, parents are required to complete an online form, provide evidence of their financial circumstances, and a representative of the third party external assessor appointed by the School will normally meet parents at home or online.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

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 Financial Assistance with Fees 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 Parent Contract.

Financial Information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted). As noted above, we expect applicant parents to be transparent with the School in respect of any concerns they may have about their ability to meet their obligations under the Parent Contract, including in respect of fees.

Overseas Applicants

As the holder of a UK Visas and Immigration (UKVI) sponsor licence, the School has a mandatory duty to ensure every pupil at the School has the Right to Study at the School.

For details of Child Student sponsorship, please contact the Registrar for more information.

We also welcome overseas pupils without sponsorship to study at Magdalen College School provided that they have the legal right to enter, live and study in the UK and their parents will (by the time the pupil joins the School) live within daily commutable distance of Oxford for the duration of a pupil's time at the School.

As a day school we require all pupils 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 UKVI requirements. For further detail on our Right to Study obligations, please see Annex A.

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, and it offers the opportunity for all pupils to practice their own faiths

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

Offers and Acceptances

Notwithstanding the candidate's performance in entrance tests, all offers are at the School's discretion, and the School's decision with regard to admissions is final. 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.

Reporting Duties

The School is required to report the admission of the child to the Local Authority, in accordance with applicable laws and regulations. For further information, please see the School's Attendance Policy.

In addition, as a UKVI sponsor licence holder, the School may be obliged to report a pupil's circumstances to the UKVI/Home Office to ensure the School's compliance with the UK's Immigration Rules and Sponsor Guidance.

School's Terms and Conditions (Parent Contract)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which is available on the School's website and will be made available to parents as part of the admissions process. Both parents, as holders of responsibility, are required to sign the School's Parent Contract.

Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. 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. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

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: April 2026
Next review: April 2027
Reviewed by: Farrer & Co, February 2026
Next Lawyer review: March 2028

ANNEX A

Documentation required

In line with UK Visa & Immigration (UKVI) 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 (via an electronic share code) which confirms their permission to study in the UK.

For pupils sponsored under the Child Student route, the School will retain the specified documents required in line with our sponsor duties. The School will liaise directly with parents to compile this, keep these documents for the duration of the pupil's enrolment and for one year thereafter.

Parents' documentation

Parents of all pupils will be asked to provide a copy of their own passports. Parents of non-British or Irish pupils will also be asked to provide copies of their right to reside in the UK. Parents may also be required to provide copies of the pupil's birth certificate where the School requires this.

The parents' documents are required to demonstrate that the School's requirement that all pupils will live with their parents in the UK.

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.

Ongoing Right to Study compliance

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.

Data retention

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.