



ADMISSIONS PROCEDURE

The Admissions Procedure at Malvern St James has five distinct stages. The application process, which involves the sitting of entrance papers, will take place in the academic year prior to entry at Malvern St James.

1. Enquiry
2. Registration
3. Taster Day / Entrance Examinations
4. Disability Review
5. Acceptance of a Place

ENQUIRY

All enquiries are directed to our REGISTRAR and Admissions Office for assistance and despatch of literature. The information supplied at this stage will be entered on our database for future reference. In response to the enquiry parents receive the following:

- An introductory letter
- A full age-related information pack
- Description of the Admissions Procedure
- An invitation to complete the Registration Form

REGISTRATION

Completion of our REGISTRATION FORM is taken as a clear parental statement of interest in the School.

- Early registration is recommended in the event of there being a **waiting list for places at the School**, and whenever possible, Registration should be at least twelve months prior to the proposed date of entry.
- Parents may register with the School at any time following initial enquiry but it is not possible to proceed to the next stage of Application without having first registered.
- A Registration Fee is payable at this stage to cover publication and postage costs as well as examination fees if an application is submitted. (£100 for UK residents and £200 for those living overseas).
- A photocopy of the passport front cover, photograph page and 'Right of Abode in the UK' page (if applicable) is required at the Registration stage **for all pupils**. (Should a girl not hold a passport, the UK Border Agency has advised that a copy of the parents' passports should be held on her file. This should be provided at the Registration stage).

ENTRANCE EXAMINATIONS

- Girls wishing to join Reception - Year 6 will attend a 'Taster Day' at Malvern St James, sit a short assessment, and meet with the Headmistress.
- Girls entering Years 7-13 will have a brief interview with the Headmistress who will also meet with parents to discuss their daughter's education here. Entrance examinations for these girls are to be taken at Malvern St James, at The British Council or through appointed agents.
- Entrance to the School is then based on the potential demonstrated in the assessments and a satisfactory confidential report, addressing both pastoral and academic matters, from the girl's present school.

OFFER OF A PLACE

If the application is successful the offer of a place will be made in writing, accompanied by an Acceptance Form and a copy of the statement of terms and conditions of the offer.

- The Disability Discrimination Act requires all schools to ensure that their admissions procedures do not discriminate against prospective pupils who may be disabled. In accordance with this, completion of the Malvern St James Health Questionnaire is required at this stage.
- The Acceptance Form should be completed and returned with the Acceptance Deposit, which is subject to the School's Standard Terms and Conditions, along with the completed Health Questionnaire. The Acceptance Deposit is non-refundable in the event that the pupil does not take up a place previously accepted. Confidentiality will be observed in the next step of drawing up an Individual Care Plan in the light of any declared disability with relevant medical and academic advice. UK residents will pay £800 deposit. Overseas residents will pay a deposit equal to a term's fees.

DISABILITY REVIEW

Malvern St James, in common with all schools and to comply with the Disability Discrimination Act, is required to establish whether a prospective pupil has a disability which might limit that individual's access to the learning facilities and pastoral amenities within the School. If such a disability has been declared in the Health Questionnaire the School will respond with a proposed Individual Care Plan which will outline the extent of any such limitations and, if possible, suggest alternatives so that the pupil can be accommodated at the school.

N.B. Although the time between Enquiry – Registration – Application may vary from a matter of years to a matter of days, the **sequence** of the procedure will always be the same.

VISA REQUIREMENTS

Parents living outside of the UK are recommended to view the UK Border Agency web site with regard to Visa Applications at www.ukba.homeoffice.gov.uk/

GUARDIAN REQUIREMENTS

Parents who live overseas are required to appoint a UK resident guardian to act with their full authority. The guardian must be aged 21 or over and it is advantageous if they reside within easy travelling distance from School. Whilst the School are unable to recommend guardians, a list of agencies is available from the Registrar. The name, address and contact number of the guardian must be submitted prior to the start of the girl's first term. Any subsequent changes should be given to House staff promptly. We would encourage guardians to play a full part in the life of the boarder. If parents fail to provide a suitable guardian, the School reserves the right to employ the services of a Guardianship Agency who will appoint a host family. The cost of this will be charged to the parents' account.