



Haileybury Malta

Admissions Policy

Policy date:	September 2024
Date of next review:	September 2026
Owner:	Founding Head
Committee responsible:	Admissions Committee; Governors
Intended audience:	Prospective Parents, All Staff
Location:	School Portal and Website

1. Introduction and Visits

- 1.1 Haileybury Malta is a co-educational independent school for pupils from ages 3 to 18. The School will have approximately 800 pupils, some of whom will be boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. However, due to ongoing restoration work to the site such visits are permissible under only certain circumstances.
- 1.2 We hold a number of open events which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Department on admissions@haileyburymalta.com to arrange a discussion.
- 1.3 In this policy, "parents" includes parents and guardians.

2. Entry

- 2.1 Haileybury Malta is a selective school for pupils joining after Year 5. Selection is based on ability in English which is assessed through an informal interview, references and other relevant information from the candidate's feeder 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 towards the life of the School.
- 2.2 As we grow, most pupils will join in Nursery, Pre-Prep or Prep. Pupils may join other year groups subject to spaces being available.

3. Registration

- 3.1 The School's Registration Form is available on the School's website [here](#) or a copy can be requested from the Admissions Department via the contact details above.
- 3.2 Parents may apply for a place for their child at any age and are requested to send a copy of the child's passport and a copy of their current school report. The application fee is €150. Applicants are required to pay an acceptance fee of €2000, which will be refunded if your child is not offered a place. Haileybury Malta will continue to take applications for any given year group, for as long as places are available.

4. Assessment

- 4.1 The aim of the process is to identify potential. Haileybury Malta 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 academic curriculum. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. In assessing applications, a holistic judgement is made, and this policy will be applied fairly and consistently.
- 4.2 All candidates for entry above Year 5 must sit the School's informal assessment. In the case of IGCSE or Sixth Form applicants, the interview will be more formal and certain academic requirements and level of English must be met. No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and previous school system. All candidates must attend an interview with a member of staff, and interviews are arranged on or near the day of the assessment. The School will also request a report and reference from the Headteacher of the candidate's current school.

5. Fluency in English

- 5.1 In order to cope with the academic and social demands of Haileybury Malta, pupils must have a suitable level of fluency in English. This is not a requirement for Nursery and Pre-Prep pupils who will pick up the language quickly. Pupils looking to enter the school in Year 5 or above who require additional EAL/ESL support will be considered on a case-by-case basis.
- 5.2 In the event that an applicant's fluency is not of a sufficient standard to gain admission, an applicant's place may be deferred to allow time for fluency to develop.

6. Scholarships

- 6.1 After the move to Mtarfa, Haileybury Malta will offer a number of scholarships each year. Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, scholars are offered a small fee remission.
- 6.2 At 7+ entry, the School offers Academic, Music and Sport scholarships. At 13+ and 16+ entry, the School will offer Academic, Drama, Music, Sport, Art, and Design Technology Scholarships. Further details of the entry requirements for different scholarships are available from the Admissions Department.
- 6.3 We encourage parents of scholars 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 a means-tested bursary as described below. We welcome applications from candidates at 11+, 13+ and 16+ for a range of scholarships. Entries are encouraged from candidates who demonstrate excellence, talent, outstanding achievement and promise.
- 6.4 A Scholarship will normally be held for the duration of a pupil's career at Haileybury Malta, subject to the pupil continuing to meet the standards expected of Scholars. 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.

7. Bursaries

- 7.1 Haileybury Malta's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Haileybury Malta's entry criteria to take up a place here.
- 7.2 The School offers a number of means-tested bursary awards annually to entrants at the usual points of entry. Bursary applications should be submitted prior to entrance examination dates. Requests received for bursarial assistance after this time may be considered but available funding will be more restricted.
- 7.3 Means testing will involve a thorough review of all aspects of parents' financial situation; parents are therefore required to provide detailed financial information. The School retains an external company to conduct such assessments, and assessment usually includes a home visit. The level of support varies according to financial circumstances, but can extend to full fee remission in cases of proven need.
- 7.4 Bursaries are always offered for 12 months at a time. Parents are required to provide updated information about their circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.
- 7.5 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.

8. Sibling Policy

- 8.1 While admission of siblings is not automatic, the School is sympathetic to parents who wish their children to attend the same school. Siblings are, however, subject to the same entry requirements as all other applicants.
- 8.2 Means tested sibling bursaries are available and if awarded they are applied to the lower sibling fee and only during school years when a family has more than one child attending Haileybury Malta.

9. Equal Treatment

- 9.1 Haileybury Malta's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. 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 is described above.
- 9.2 Haileybury Malta is proactively committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, belief, disability, gender reassignment, sexual orientation or social background.

10. Religious Beliefs

- 10.1 Haileybury Malta welcomes applications from prospective pupils of all faiths and of no faith.
- 10.2 Haileybury Malta does not select for entry on the basis of religious belief, and it offers the opportunity for those of other religions to practise their own faiths.

11. Special Educational Needs

- 11.1 Haileybury Malta does not unlawfully discriminate in any way. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer any support that is required and cater for any additional needs. 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.
- 11.2 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 they sit the entrance exam so that we can make adequate provision for them. Parents should provide, with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one. 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 access the education offered and that we are able to ensure their health and safety, and the health and safety of others. Parents should also keep the School updated of any changes in a child's needs during the admissions process.
- 11.3 Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become 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.
- 11.4 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 their health and

safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

12. School's Terms and Conditions

- 12.1 Acceptance of a place at Haileybury Malta is subject to the School's Terms and Conditions. These are made available to parents as part of the admissions process.

13. Complaints

- 13.1 Please note that the School's Complaints Procedures apply to current parents and pupils only; they do not apply to prospective parents. If you wish to raise a concern regarding admissions, please write to the Head in the first instance.

14. Records and Data

- 14.1 Applicants' details will be held on file in accordance with the School's Privacy Notice and its Data Retention Policy.
- 14.2 The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

Version history		
Date	Reviewed by	Notes
January 2023	Founding Head	For use during the 'set up' period; to be reviewed in August 2023
September 2024	Founding Head	Reviewed and updated to accommodate additional year groups and prolonged use of temporary campus.