

Admissions & Registration Policy / Procedure

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Purpose

The purpose of this policy and its accompanied procedure is to enable the school to welcome, identify and admit candidates who will benefit from the education offered at the school and who will contribute to and benefit from the ethos and activities of the school.

Scope

This policy applies to all candidates and their families before, during and after their admission to the school.

Aim

This policy and its accompanied procedure aims to:

1. To provide a clear, fair and transparent admission & registration system / process.

2. To ensure that there is equality and fairness in the way that candidates are admitted at the school.

Policy Statement

The School has a duty of care to recognise and appreciate candidate needs, talents and abilities. This recognition and appreciation is central to the school's ethos, and is reflected in the procedures through which the school welcomes, admits and inducts candidates into the school community.

The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community.

All candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status.

Entrance Criteria

As a minimum, the school shall:

- Define in writing the assessment criteria for admissions;
- Ensure that each candidate is considered fairly and, when necessary, his/her needs assessed in the context of both the candidate's ability to progress within the curriculum;
- Confirm the School's ability to meet the needs of the candidate and the support services available within the School's approved budget at the candidate's grade level;
- Ensure that there is available space in the appropriate age group for the candidate.

Specific entry requirements for Early Years Foundation Stage Candidates:

- be able to visit the toilet independently, and able to ask to visit the bathroom when needed;
- be able to dress independently;
- be able to feed themselves independently;
- be able to demonstrate verbal acuity in their first language.

Specific entry requirements for 'Primary' and 'Secondary' Candidates:

- Demonstrated academic and intellectual potential that meets the grade level expectations. The school accepts a managed number of students with mild to moderate learning needs.
- Demonstrated English oral and written skills that meet the grade expectations: Students who require English Language support are admitted based on the minimal expectations and a requirement for paid-for English language learning lessons.
- Demonstrated ability to navigate the facilities independently, or with the support of a designated personnel.
- Demonstrated ability to build respectful, responsible and collaborative relationships as outlined in the 'School Behaviour Policy'. The school accepts a managed number of students who require social, emotional or behavioural support.

Equal Opportunities and Special Educational Needs

We welcome students from many different ethnic and racial groups, backgrounds and religions. Human rights and freedoms are respected but must be balanced with the needs and rules of our school community and the rights and freedoms of others.

We expect all of our pupils to attend all assemblies and outings.

We provide Moral Studies and Bahasa Malaysia lessons for our local students, Islamic studies for our Muslim students and respect and approve all requests to attend Friday prayer for both students and employees.

The school welcomes applications from students with special educational needs and disabilities (SEND). The school

will admit such students if their needs can be met with reasonable adjustments. The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents. The school may not be able to meet the needs of particular SEND students and will recommend education elsewhere.

The school needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the school. Parents of a child who has any SEND should provide the school with full details prior to the admissions procedure at registration, or subsequently before accepting the offer of a place, so that appropriate adjustments can be made and actions put in place to ensure that the student makes a good start and the best progress. It is important that all parties are agreed that this is the right learning setting for a particular child.

Registration Form and Fee

To apply for a place, parents / guardians will need to complete and sign the Registration Form. The Registration Form must be signed by parents / guardians and then returned to Sri KDU International School, Subang Jaya, together with a fee of RM5000 or RM8500 (comprising a non-refundable Registration Fee of RM500 and an Admission Fee of RM4500 for Malaysian students or RM8000 for international students).

Registration File

Documentation Required for Registration Includes:

- Two copies of (local) child's birth certificate or two copies of (international) child's passport;
- Two copies of a parent's/legal guardian's identity card or passport plus entry stamp and/or residency visa page;
- Three recent passport photographs – parent and child (printed or soft copy);
- Copy of previous school report – if applicable;
- Sri KDU Medial Form – this will be sent to the parents/guardian by email;
- Copy of vaccination file;
- Assessment tests – for applicants Years 3 – 13;
- Confirmation of any child protection/safeguarding issues from previous school;
- Full details of any special educational needs and provision including any professional reports e.g. educational psychologist's report - it is essential that a full health and educational history is presented prior to a place being offered.

Once registered, the candidate is placed on the schools waiting list for that academic year; usually positions on the list are allocated on a first come first served basis.

Assessment

All students joining the school, including the children of staff, must sit for assessment prior to joining school, so that the academic potential, development stage and needs of the child can be identified and met upon joining the school.

Early Years Foundation Stage:

The applicant is asked to come in to the school for an informal play session and interview before formal acceptance can be offered. The play session/interview, which enables applicants and teachers to meet and interact with each other in the actual school environment, helps to identify any issues that may affect the applicant's ability to comfortably access the program, while also serving as an informal orientation for the children who are accepted.

If a teacher cannot carry out this observation due to the child becoming too distressed, the teacher will offer the parents two options:

- To come for a second assessment later on. This will be the child's last attempt to pass the entry assessment and relies on their ability to control their emotions and participate in activities.
- The parent sends the child to another nursery/ playgroup to develop their confidence when interacting with others and to aid any attachment to parents/carers whilst awaiting the second assessment.

Parents may bring the child to play in the outdoor area and look around the classroom with parents in the lead up to the second assessment, to enable them to become more familiar with the learning environment and the staff.

Primary and Secondary:

Candidates in Year two (2) or above, will undergo an online GL Cognitive Abilities Test CAT4 assessment. Candidates in Year one (1) will complete a paper copy of the test.

Students must attain a mean mark of 90 or above in these assessments. A lower score overall or in one area of the tests may result in a conditional offer being made with the requirement of a shadow-aid and/or additional English language learning, which will be provided or paid for by parents. The school reserves the right to conduct further assessment in this case and there may be a requirement to meet with academic staff for discussion and assessment also.

Internal Review

On receipt of the completed files, documentation and after completion of the assessment, the Admissions Office and School Principal will review all of the information. If everything is in order, the parent/guardian will be contacted by the Admissions Office for further instructions.

Decisions for eligibility will be made within ten (10) working days following the assessment and interview. There are three (3) possible outcomes:

- **Successful:** A place is offered at the school.
- **Unsuccessful:** The family will be notified within ten (10) days, to allow for alternative arrangement to be made. Students who fall into this category may reapply the following year.
- **Conditional:** A place is offered on a conditional basis with specific terms and conditions set, including a review date, mutually agreed by both the school and parents – this may include an extended trial period, need for a shadow-aid or paid-for- additional English language learning provision.

Offer, Acceptance and Deposit

If the school offers your child a place a confirmation letter along with an Acceptance Form will be sent by the school. To accept the offered place a completed Acceptance Form, signed by both parents and/or guardians, should be returned to the Admissions Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter.

Final Acceptance

To accept the offer, parents must read and agree to the current Terms and Conditions, sign the offer letter.

Once parents and/or guardians have signed the Terms and Conditions (contract), it becomes binding and a date of entry is agreed and confirmed in writing. Parents and/or guardians also receive written information about the school, term dates and the induction procedure.

Parents who do not accept the place may have the Admission Fee of RM4500 returned.

Age of Entry / Year / Class Placement

The school's grade placement policy is based on many years of experience, the need to ensure the quality and consistency of the academic programmes, and the ultimate aim to place students in the most appropriate grade for their academic and social development. Experience and evidence shows that students placed in advance years groups do not perform as well as they might have done in their chronological year group and it may be detrimental to their social development and mental health.

In almost all cases, placement in all years is determined by age as of August 31st in the academic year of entry as follows:

FS1	3 – 4 years	Turns 3 on or before 31 st August when in FS1
FS2	4 - 5 years	Turns 4 on or before 31 st August when in FS2
Year 1	5 – 6 years	Turns 5 on or before 31 st August when in Year 1
Year 2	6 – 7 years	Turns 6 on or before 31 st August when in Year 2
Year 3	7 - 8 years	Turns 7 on or before 31 st August when in Year 3
Year 4	8 – 9 years	Turns 8 on or before 31 st August when in Year 4
Year 5	9 – 10 years	Turns 9 on or before 31 st August when in Year 5
Year 6	10 - 11 years	Turns 10 on or before 31 st August when in Year 6
Year 7	11 – 12 years	Turns 11 on or before 31 st August when in Year 7
Year 8	12 -13 years	Turns 12 on or before 31 st August when in Year 8
Year 9	13 - 14 years	Turns 13 on or before 31 st August when in Year 9
Year 10	14 - 15 years	Turns 14 on or before 31 st August when in Year 10
Year 11	15 – 16 years	Turns 15 on or before 31 st August when in Year 11
Year 12	16 – 18 years	Turns 16 on or before 31 st August when in Year 12
Year 13	17 – 19 years	Turns 17 on or before 31 st August when in Year 13

The schools August 31st cut-off date and placement reflect what the school believes to be the most appropriate classification for the social, emotional and academic well-being of students attending the school. Therefore, to ensure the most appropriate learning environment for all students in the school, as noted earlier the school rarely allows exceptions to the above grade placement. The only exceptions that may be made are for those transferring from another British curriculum school where:

- The candidates has already completed a full academic year in an advanced year group;
- The candidates report from their previous school demonstrates that they are making better than age-related expected progress for the advanced year group;
- The candidate has demonstrate exceptional cognitive ability in the appropriate Sri KDU entrance assessment test for the advanced year.

A student may repeat an academic year at the request of parents and agreement of the principal and if this is set as a condition of acceptance. Again, this should not be regarded as the norm and the school maintains that students are best taught with those of the appropriate chronological age.

The maximum class size in FS1 is 24 (1:8 adult/ student ratio) and in all other years is 25.

Students are placed in classes to maintain a balance of genders, nationalities, abilities, educational needs and language proficiency. We have a high priority of international teachers, some of our classes are taught by local teachers, who have the required and equivalent level of qualification. Guarantees cannot be made that students will be placed with their friends or students from the same country nor can we guarantee that a child will be educated by an international teacher.

Prior decisions about year/ class allocation and admission will be allowed to stand, so as to minimise the disruption to the learning of the child and respecting the commitment made at the time to the family concerned.

School Visits

Parents and/or guardians may view the school on Open Days or on tours of the school which take place on a regular basis.

Candidates Applying from Abroad

Individual arrangements will be made for families applying to join the school from abroad.

Sibling Policy

The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry.

Two sibling discounts are available: 10% for the second child enrolled; 15% for third and subsequent children enrolled.

The sibling discounts are only applicable for discount on Tuition Fee only. Parents will be required to make full payment for other fees such as Registration, Admission, Resource, Deposit and Meal Plan. The discount is also not applicable for books, transportation fees, other supporting programmes, and external exam fees.

The siblings discount is only applicable for second and subsequent siblings enrolled in the school, with the condition that the elder siblings do not withdraw from the school. The eligible student will continue to enjoy the sibling discount despite the elder siblings graduating from the school at Year 11.

In the event of withdrawal of the elder sibling, the discount will be revoked immediately. Returning students will not be able to enjoy the sibling discount.

The annual tuition fee will be subject to yearly adjustments at the discretion of the school.

The sibling discount is not transferable to other students.

The school reserves the right to modify the terms & conditions of the discount scheme at any time without prior notice or subsequent liability.

Disclosures

Parents and guardians must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties (SEND).

Oversubscription

If the School is oversubscribed and has to decide between two or more candidates who meet admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

- Candidates who already has a brother/sister in the school;
- Candidates whose parent is a current member of our staff;
- Candidates with a particular skill, talent or aptitude;
- All other students

Appeals

When parents/guardians are not satisfied that the process of admissions has been carried out in line with this policy and procedure, they should raise these concerns with the school's Registrar in the first instance. If the parents are still not satisfied they may refer to the school complaints procedure.

Deposits and Cancellation

Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what

circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

This admission policy must be read in conjunction with the School's Terms and Conditions by which all parents and students must abide in relation to treatment of staff and pupils particularly at the school.

In accepting a place, parents agree to be bound by the school's Behaviour and Exclusion Policies and understand that a student may forfeit their place at the school for non-compliance. The school reserves the right to withdraw a place at the school with appropriate financial settlement.

Confidentiality and Privacy

Refer to the School Data Protection Policy.

For reasons of confidentiality and data protection, the dates of birth of students in a group will never be shared or discussed by the school nor is it appropriate for the school to discuss individual students with anybody other than their parents.

Supporting Documents

- The Schools Terms and Conditions
- Data Protection Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Teaching and Learning Policy
- Home School Agreement

Responsibility

- The School Principal is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s.
- The School Registrar is responsible for maintaining the content of this policy as delegated by the School Principal.

Promulgation & Implementation

The Admissions Policy and Procedure will be communicated throughout the School community in the form of:

1. An announcement notice via briefings and email;
2. Distribution of policy via e-mail to all staff to whom this may apply;
3. Inclusion on the school website and parent portal (where applicable) to ensure parents also know of the policy.