



Admissions Policy (Whole School)

1. Introduction

The Alice Smith School provides an English curriculum in an international setting, for mainly expatriate students aged 3 to 18. The level of attainment at the Alice Smith School is high and we can only offer places to students who are able to adequately access our curriculum without significant additional adult support. Students wishing to enter the school should display the following attributes:

- An age appropriate fluency in English
- A positive attitude to learning
- The ability to benefit from a high achieving environment

2. Principles

The admission policy is designed to ensure that the students who attend the Alice Smith School have the capacity to thrive within, and benefit from, all the school offers. The admission procedures vary, depending on the age of the student.

Each decision made is based upon the individual student's merits and needs.

The Alice Smith School does not cater for students whose learning or behaviour needs can only be met with significant support outside of the classroom or by additional adult support within it.

The Alice Smith School does not provide boarding facilities, so students must be living in Malaysia with their families.

Whilst seeking to encourage and retain a mix of nationalities within the student body, the school aims to maintain a student profile of between 45% and 50% from founding nationalities (British, Australian, New Zealand and Irish). Nationality is determined on the basis of the passport held by the student and at least one parent. The school also complies with Malaysian law regarding the percentage of Malaysian students allowed on roll.

We aim to maintain a ratio of 1 adult to 6 children in Foundation 1, 22 students per class in Foundation 2 to Year 6, 24 students in each tutor group in Years 7 to 11, and a maximum of 18 students in each sixth form tutor group. This number will only be exceeded in exceptional circumstances and for a limited time. No places are kept in reserve.

3. School Tour and Initial Enquiries

For a better understanding and view of the school, parents should arrange to visit the school for a tour. These tours take place each week at the Primary and Secondary Campuses on a specified day and time. They are usually conducted by a member of the Senior Leadership Team and enable parents to view the school's facilities and have more detailed discussions about curriculum and school life. Where no alternative can be found, tours can be arranged with the Admission team.

Applicants from outside Malaysia should attend a formal tour of the school at their earliest convenience after arrival in Kuala Lumpur.



4. Application

Full information regarding application procedures can be found in the Application Guide, available from the school or downloaded from the website. If applicants are unable to visit the school personally, the Admissions Team can attend to enquiries either by email or phone.

The Application Guide contains details of currently required documents and fees. Applications will not be processed until all required documents and fees have been received. The application will then proceed for assessment, prior to a place being offered or position on the waiting list being allocated.

Assessments and Admission Procedures

Enrolment is not automatic. Students will need to demonstrate the capacity and capability to benefit from our curriculum. All applicants are required to complete an assessment prior to the offer of a place, to ensure their needs can be met within our school setting, in an age appropriate class.

Candidates are assessed on an ongoing basis, within one month of the application being received. This assessment will ascertain whether a child should be put on the waiting list. Assessments are valid for twelve months from date of completion and follow up assessments may be required if a place is not taken up within that time.

Parents are informed of the outcome as indicated in Section 5.

Foundation Stage

Students are assessed by observing interaction and language use in an informal situation in one of our classrooms. The criterion for enrolment into Nursery or Reception is that all students must be capable of using English as their working language and, where children are bilingual, they must be able to demonstrate a good working capability in English. Children should also be out of nappies and fully toilet trained, able to separate from parents and show readiness to start 'formal' schooling.

All Foundation students registered for the following year, are assessed in term two and offers made, where possible, by the end of the term.

Year One

Students attend an informal interview and assessment of basic skills at the Alice Smith School. Where a visit to the school is not possible Alice Smith will request; a piece of unaided writing, the child's most recent report and a reference. Should a place be offered this would be a conditional offer that extends for one term. Where all of the forwarded information is found to be a true and accurate reflection of where the child is at on their educational journey then the condition will be removed.

Years Two to Six

Students sit online English, Mathematics and Non-Verbal Reasoning Tests. These can be conducted at the Alice Smith School or, for overseas applicants, can be administered at the student's current school. The current school will be required to provide a piece of unaided writing and complete a reference form.



Years Seven to Eleven

Students are assessed using a computer adaptive baseline test as well as sitting a short English writing test. These assessments may be taken at the Alice Smith School or at the student's current school, where this is practical. Applicants who do not have English as their first language will also have a short interview with an assigned person from the Curriculum Support Unit to assess that their level of English is adequate to access the school curriculum or to access the limited support programme.

Sixth Form

The expectation is that most students will progress into the sixth form, although entry to sixth form is not automatic. Applicants to Year 12 or 13 will receive an offer conditional on their results in Year 11 GCSE or Year 12 AS exams. Year 12 or 13 applications are welcomed from students currently following non British curricula (e.g. IB, Malaysian, etc) and will be dealt with on an individual basis. As part of their application they will sit a computer adaptive baseline test. Students wishing to enter Year 12 from a British system school must attain an average of a grade B in their GCSE subjects to study Maths, Sciences and Modern Foreign Languages and gain at least a grade C for other subjects that they wish to study for A Level. Please see Sixth Form Admissions Policy (Appendix) for further details.

5. Outcomes

The results of the assessment and the reference from the current school will be reviewed by a member of the Senior Leadership Team and parents will be informed of the outcome within one week of completion of the assessment and receipt of the reference.

The outcome will be one of the following:

Successful application

If a place is available, an Offer Letter will be sent out.

If the year group is full, the student will be placed on a waiting list and an Offer Letter will be sent when a place becomes available.

Further visit and/or assessment required

Before a place can be offered, further assessments are necessary for us to be sure that we can cater for the student's needs. The place is kept on the waiting list.

Unsuccessful application

Place is not offered and parents will be informed of the reasons.

Conditional Offers

The school reserves the right to make a conditional offer. The nature of the conditions and any consequences will be discussed and clearly stated in writing. Parents will be required to sign to acknowledge their understanding and agreement of the stated conditions, prior to the student starting.



6. Offer Letters

For successful applicants, a formal Offer Letter, stating the fees payable and the terms and conditions of the offer will be made in writing immediately should a place be available or when a place becomes available, should there be a waiting list for the student's year group.

Acceptance of the offer and payment of indicated fees must be made prior to the student starting school and before the lapse date shown on the Offer Letter.

7. Waiting lists

When applications are processed, students are placed on a waiting list according to the following categories of priority and date of processing:

Category 1: Siblings (who have been in the school for at least one term)

Category 2: Returnees, KLASSICS and Founders

Where a student is returning to the school within 2 years of leaving.

Where the parent is a former student of the Alice Smith School (proof of attendance will be required).

Either of the parents or student has a British, Irish, Australian or New Zealand nationality, including Malaysians with one parent who is British, Irish, Australian or New Zealand

Category 3: Normal Waiting list

All other students

(MOE approval is required (as and when applicable) for all Malaysian passport holders)

Once completed, performance in assessments is also taken into consideration in all categories.

Notes

Entry to the school for **all** categories is subject to successful completion of assessments and entry criteria. Placement on a waiting list does not guarantee entry to the school.

Teachers' children gain automatic entry, subject to successful assessment, and are not waitlisted.

The position of a student on the waiting list identified at one point in time is subject to change under certain circumstances, such as when a higher priority student (in accordance with the categories outlined in Section 8) has been placed on the waiting list.

If a student is offered a place and it is refused twice within an academic year, their name will be removed from the waiting list. Parents would have to re-apply if they would like to join the waiting list for the next academic year.

Whenever applicable, Malaysian students who do not fulfil the MOE criteria and whose application has been rejected by the Ministry of Education will be removed from the waiting list.

Behavioural Issues and Special Educational Needs

Students with known behavioural issues and/or special educational needs are considered on a case by case basis. Parents of such children are required to provide the school with detailed information and records to assist in the process. Parents are also strongly advised to discuss

possible application prior to making a formal application to ensure that the school is in a position to meet the needs of the student.

Failure to accurately and fully declare relevant details, at the time of application, may result in parents being asked to subsequently withdraw their child because the school is unable to meet his or her needs. This is a situation that we are anxious to avoid, particularly as it may impact adversely on the child's self esteem and future learning.

8. Continuing Enrolment

The school reserves the right to withdraw the student's place, during or at the end of a term, if, after consultation with the student and parent, the Principal is of the opinion that by reason of the student's conduct, progress or attendance, the student is unwilling or unable to benefit sufficiently from the educational opportunities and/or community life offered by the School, or if a parent has treated the School or members of its staff unreasonably.

9. Placement

It is the policy of the school to place students within their appropriate age group wherever possible, taking into account consultations with parents. Students will be placed according to their age on the 31st of August, in any given year, as shown below.

Year Group	Pre-School	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Age on 31 st August	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

10. Responsibilities

All communication regarding admissions and admissions procedures should initially go through the named member of SLT responsible for Admissions on the respective campus.

11. Appeal Procedure

The school's decision is final on all matters relating to admissions. Parents may appeal in writing to the Principal of the relevant campus, if they feel that relevant entry information may have been overlooked.



APPENDIX

Sixth Form Admissions Policy

Admission to the Sixth Form

The Alice Smith School, Sixth Form aims to provide students with an accessible course of A-level study. Admission in to the Sixth Form is admission to follow the AQA Baccalaureate, and all the component parts that together comprise this award - a minimum of three A Levels, AS Critical Thinking, Extended Project Qualification (EPQ) and Enrichment. The degree of aptitude and the high level of independence and motivation required is taken into consideration when admitting students.

The Alice Smith School understands the international nature of its prospective student body and, in accordance with the aims of the School Handbook, endeavours to provide access to students from all educational backgrounds that possess the necessary aptitude and attitude.

Upon receipt of the application each student is assessed on an individual basis. Prior attainment and attitude is taken into consideration when assessing the suitability of each student for the AQA Baccalaureate and A Level programme at Alice Smith.

Entrance Requirements – Year 12

The minimum entrance requirement for consideration of entrance into the Sixth Form is an average GCSE grade of C.

Students who wish to study Mathematics, Physics, Chemistry, Economics, French or German are required to have an average GCSE score of B.

Certain subjects may also make recommendations in terms of the student's aptitude for that subject. Such recommendations are the result of years of experience and should be a serious consideration in any decision to pursue that course of study. For exact subject recommendations, students and parents should refer to the subject summaries in the A Level options booklet, or contact the relevant Head of Department.

Students who do not meet the general academic or subject specific requirements for entry may be accepted conditionally. These conditions will be determined by the relevant Heads of Faculty/Department in consultation with the Sixth Form Leadership Team. In offering places, consideration will be given to aptitude and attitude. Applicants will be expected to attend an interview with the Head of Sixth Form, prior to a place being offered.

Students joining the school from education systems other than the British system will have their suitability assessed by the Assistant Principal (Curriculum) and the Sixth Form Leadership Team, in consultation with Heads of Faculty/Department, based on previous school reports and qualifications.

Entrance Requirements – Year 13



In order to gain entry into Year 13 students must have gained at least an E grade in each AS subject. Failure to attain this minimum requirement will mean that the student is unable to continue their A level studies at Alice Smith in Year 13. Students who do not attain the minimum requirement in their AS levels may be offered entry into Year 13, following an interview with a member of the Sixth Form Leadership Team. This offer will be conditional on re-sits in January of Year 13 or having to re-sit Year 12. This offer will be dependent on the number of passes achieved, the aptitude and attitude of the student.

Entry Procedures

A Sixth Form information evening will be held in Term 1 to allow prospective parents and students to meet with staff and current students and visit the school. The purpose of this evening will be to provide information about the courses available. A prospectus will be available and the final options form will be issued in Term 2.

Between this Information Evening and the deadline for the completion of the final application form in Term 2, career and subject choice advice is available to prospective Sixth Formers at Alice Smith concerning their choice of options.

Prospective candidates for the Sixth Form may be required to attend an interview with a member of the Sixth Form Leadership team.

The deadline for the completion of the final application form will be the end of Term 2.

Applications will be acknowledged, processed and a decision of conditional offers, based on the entrance requirements below, will be made by June.

Following the publication of GCSE results in August, conditional offers will be confirmed, withdrawn or amended. Prospective students who have not met the conditions of their offer may be required to attend an admissions interview in September.

All Year 12 students will be expected to attend the Induction day in September.