



# **THE ALICE SMITH SCHOOL**

## **Admissions Policy**

### **Implementation Guidelines**

#### **1. Introduction**

The Alice Smith School provides an English-medium curriculum in an international setting, for students aged 3 to 18. The School is not academically selective, however we can only offer places to students who are able to adequately access our curriculum without significant additional adult support.

#### **2. Principles**

The admissions 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 significant additional adult support within it.

The Alice Smith School does not provide boarding facilities, so students must be living in Malaysia with their families or have a guardian arrangement that is acceptable to the school.

The school seeks to encourage and retain a mix of nationalities within the student body to support its purpose.

The school will also comply with Malaysian law regarding the percentage of Malaysian students allowed on roll should any restrictions or conditions apply.

We aim to maintain a ratio of 1 adult to 6 children in Preschool, a 22 (+2) model for students per class in Reception to Year 6, 24 (+1) students in each tutor group in Years 7 to 11, and a maximum of 18 students in each Sixth Form tutor group. This number may be exceeded in exceptional circumstances (for example, to accommodate siblings). 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 Campus on a specified day and time, and are conducted by a member of the Senior Leadership Team, enabling parents to view the school's facilities and have more

detailed discussions about curriculum and school life. At the Secondary Campus tours are arranged in accordance with the availability of parents and Senior Leadership. Where no alternative can be found, tours are still strongly encouraged and can be arranged with the Admissions 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 on the website under '[How to Apply](#)' including details of currently required documents and fees. Applicants are required to apply online through the embedded application form [here](#). 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 being placed in the waiting pool.

#### **Assessments and Admission Procedures**

Enrolment is not automatic. Alice Smith School is not selective, however students will need to demonstrate the capacity and capability to benefit from our curriculum. All applicants are required to complete an assessment (which varies according to the age and needs of the student) prior to the offer of a place. This is to ensure their needs can be met within our school setting, in an age appropriate class. Secondary applicants are required to provide evidence of prior academic attainment.

Candidates are assessed on an ongoing basis, normally within one month of the application being received. This assessment will ascertain whether a child should be offered a place or placed in the waiting pool if a place is not immediately available. Assessments are valid for twelve months from the date of completion, although follow-up assessments may be required, especially if a place is not taken up within that time.

Occasionally, students may be asked back for a follow-up assessment in order to confirm that a place can be offered. Parents are informed of the outcome as indicated in Section 5.

### **Primary Admissions Assessment Procedures**

#### **Preschool and Reception**

Students are assessed by observing interaction and language use in an informal situation in one of our classrooms. Children should be out of nappies and fully toilet trained, able to separate from parents and show readiness to start 'formal' schooling.

All Early Years students registered for the following year are assessed before or during term two and offers will be made as soon as possible.

#### **Years One and Two**

Students attend an informal interview with a senior leader and take part in assessments of basic skills.

#### **Years Two to Six**

Where possible, students attend an informal interview and assessment of basic skills at the Alice Smith School. Students also sit online Cognitive Ability tests. The

current school will be required to provide a piece of unaided writing and complete a reference form.

## **Secondary Admissions Assessment Procedures**

### **Years 7 to 10**

Students are assessed using a computer baseline test (known as CAT 4). This assessment may be taken at the Alice Smith School, at the student's current school, where this is practical or at the student's home with remote invigilation conducted by a KLASS staff member. Students normally take two language options in Years 7 - 9. Malaysian students are required to take Bahasa Malaysia. Where a student requires English as an additional language (EAL), this will be in place of a language option. The school reserves the right to review a student's subject choices (where applicable) following admission.

### **Years 11 and 13**

In unusual circumstances the school may consider a transfer into Years 11 and 13. Where this is considered, a review of previous subjects taken along with attainment and examination boards is undertaken. The school will review the suitability of the subject transfer and the student's well-being within the first ½ term of entrance. The review may result in the dropping of at least one subject to ensure the student's success as they approach their (I)GCSEs. For Year 13 and late applications the students will have their subjects reviewed within the first ½ term and any subsequent changes will be confirmed in writing with the teachers, student and parents.

### **Sixth Form**

The expectation is that most students will progress into the Sixth Form, although entry is not automatic. Applicants to Year 12 will receive an offer conditional on their results in Year 11 (I)GCSE or equivalent qualifications. Year 12 applications are welcomed from students currently following non-British curricula (e.g. IB, Malaysian, etc) and will be dealt with on an individual basis. Students wishing to enter Year 12 from a British system school must attain an average of a grade B or 6 in their (I)GCSE subjects to study Maths, Sciences, Economics and Modern Foreign Languages and gain at least a grade C or 5 for other subjects that they wish to study for A Level. Please see Sixth Form Admissions Policy ([Appendix](#)) for further details.

### **Scholarships**

The school also offers scholarships for (I)GCSE and Sixth Form. External student applications can be made in September and October for our Reach for the Stars scholarship programmes. All internal/current students are automatic applicants for the internal Honour Roll. Please see the [website](#) for further details of the current programmes.

### **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 applications prior to making a formal application to ensure that the school is in a position to meet the needs of the student. On occasion we may request that an applicant provide a full

educational psychological assessment, so that we may fully understand the individual's learning needs as part of the application process.

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.

Whilst we make every effort to enrol siblings, there may be occasions where this is not possible.

Requests for applicants to be 'out of year' will be dealt with on a case by case basis, with the campus Principals having the ultimate decision.

Specific assessment results will not be shared with parents.

### **English as an Additional Language**

Applicants who do not have English as their first language may also have a short interview, either in person and/or online interview, with an English language specialist or an assigned person from the Learning Support team to assess that their level of English is adequate to access the school curriculum. Depending on the student's age, a piece of unaided writing may also be requested. Students who are accepted but require specialist English language support will be offered a full place at the school on the condition that they join an EAL (English as an Additional Language) programme and with this support, achieve a sufficient level of fluency over time. If the student is withdrawn from the paid support programme before the Learning Support team and Principal agree they have reached the proficiency required, the student's school place will be withdrawn. Additional fees are charged for EAL support.

Where English is not the first language for the parents or guardian of the student a declaration will be required that they are able to participate fully in activities relating to the student's education which are held in English or arrange for a translator, at their own cost, to accompany them at such events.

### **Overseas Applicants**

Where a visit to the school is not possible Alice Smith will invite students to attend an online meeting with an academic member of staff, request a piece of unaided writing from the child's current school, and, where possible, administer an online test to assess the child's suitability. The school reserves the right to make a conditional offer if the child's age or assessment prevents sufficient information to be provided to make a final decision on admission.

## **5. Application Outcome**

The school can only consider an offer after having received all the documents issued at the point of application. A delay in submitting documents may delay any offer. These documents will be reviewed by relevant team members. Where there are no complications, from the point of completion of all documents, an offer will be extended within a week from the senior leader.

The outcome will be one of the following:

#### **5.1 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 in a waiting pool and an offer letter will be sent when a place becomes available.

#### **5.2 Further visit and/or assessment required**

Before a place can be offered, further assessments may be necessary to ensure that we can cater for the student's needs.

#### **5.3 Unsuccessful application**

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

#### **5.4 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, and comply with this agreement. A school place can be withdrawn if these stated conditions are not adhered to. The agreed conditions will be reviewed at least termly throughout the duration of the conditional offer.

If siblings apply at both campuses, the Admissions teams will await the outcomes on all applications before offers are made.

### **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 provided a place is available. If there is no immediate place available in the respective year group then the applicant will be placed in the waiting pool.

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.

If the commencement date of the student is before the half term break (as determined by the School on a yearly basis), the parent will be billed a full term tuition fee and building fund levy. If the commencement date of the student is on or after the Half Term break, the parent will only be required to pay one half of the fees for that term but is still liable for the full term's building fund levy.

### **Malaysia Immigration Requirements**

It is the responsibility of parents to ensure that their non-Malaysian child resides in Malaysia on a valid visa. All non-Malaysian students studying at The Alice Smith School are required to have one of the following visas/passes issued by the Malaysian Immigration Department.

- Permission To Study (stamp) - Complements MM2H and Dependent Pass
- Student Pass
- Resident Pass
- Permanent Resident Status
- Diplomatic Status

It is imperative that the school is provided with a copy of the child's current and valid visa. Students are not allowed to attend school while on a Visit Pass.

**Children without proper visa documentation will not be permitted to attend school.**

## **7. Waiting Pool**

When applications are processed, if places are not immediately available, students are placed in a waiting pool according to the following categories of priority:

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

Category 2: Returnees and KLASSics

- Where a student is returning to the school within 5 years of leaving;
- Where the parent is a former student of the Alice Smith School (proof of attendance will be required);

Category 3: Normal Waiting Pool

- All other students  
(MOE approval is required (as and when applicable) for all Malaysian passport holders).

### **Notes:**

- Entry to the school for **all** categories is subject to successful completion of assessments and entry criteria. Placement in the waiting pool does not guarantee entry to the school. Once completed, performance in assessments is also taken into consideration.
- Teachers' children gain automatic entry, subject to successful assessment, and are not wait-pooled. Teachers' children should meet the academic and behaviour requirements of all other students.
- As places become available they will be offered to applicants in the wait pool. Places will be allocated based on educational needs and diversity in order to support the purpose of the school.
- If a student is offered a place and it is refused twice within an academic year, their name will be removed from the waiting pool. Parents would have to reapply if they would like to join the waiting pool 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 pool.

## **8. Continuing Enrolment**

The school reserves the right to withdraw the student's place during or at the end of a term. This may occur after consultation with the student and the parent, if the Principal is of the opinion that by reason of the student's conduct, progress, attendance or parents' failure to comply with conditional requirements on admission, the student is unable or unwilling to benefit sufficiently from the

educational opportunities and/or community life offered by the School, or if a parent has seriously breached the [Parent Code of Conduct](#).

In exceptional cases where the student's presence in school requires considerable one to one support from a personalised learning assistant, transition through the school will be reviewed during each year. Sufficient notice (at least one term) will be given to parents should the school decide that a place in the school cannot be offered for the following academic year.

### **Immigration**

It is the responsibility of parents to ensure that their non-Malaysian child resides in Malaysia on a valid visa. If a child's visa expires and is not renewed the child will not be permitted to attend school. If the child's documentation is not in place by the first day of the next school term, the child's place will be withdrawn. If appropriate notice of withdrawal has not been given under the school's Terms and Conditions the deposit will be forfeited.

## **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 31<sup>st</sup> of August, in any given year, as shown below.

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



## **10. Responsibilities**

All communication regarding admissions and admissions procedures should initially go through the Head of Family Experience - Admissions.

## **11. Appeal Procedure**

The school's decision is final on all matters relating to admissions and continuing enrolment. Parents may appeal in writing to the Principal of the relevant campus, if they feel that relevant 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 designed and implemented to support and enable successful access to higher education.

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 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 sixth form programme at Alice Smith.

### **Entrance Requirements - Year 12**

The minimum entrance requirement for consideration of entrance into the Sixth Form is an average (I)GCSE grade of C or 5 or equivalent.

Students who wish to study Mathematics, Physics, Chemistry, Economics, French or Spanish are required to have an average (I)GCSE score of B or 6 or equivalent.

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 Curriculum Leader.

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 Curriculum Leaders 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.



## Entry Procedures

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

- Following the publication of (I)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.

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