

St Joseph's Institution International School Malaysia

***Enabling youth to learn and to learn how to live, empowering
them to become people of integrity and people for others.***



Admissions Policy

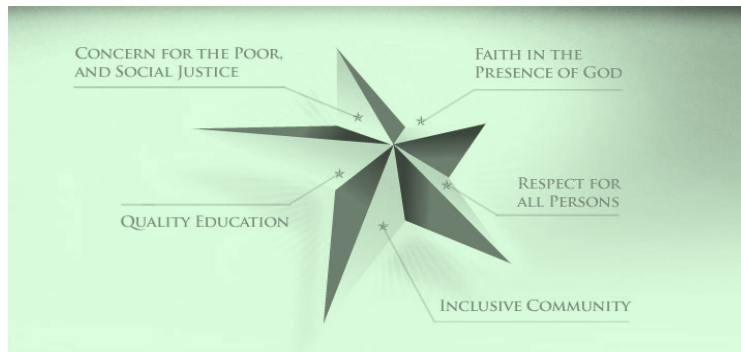
Signed: _____ Elementary School Principal

Signed: _____ High School Principal

Date of Policy: 10/15

Date of Review: 10/16, 7/17

This policy is written in the spirit of putting into practice our Lasallian core values



About our school

SJI- International Malaysia is now accepting applications for students aged 3-18 for the academic year 2017/18. We will be offering a holistic, values driven international experience rooted in the context of Malaysia. As a school with a Catholic and Lasallian foundation, our community welcomes children, teachers, parents, friends and supporters of all faiths and cultural backgrounds. Our core Lasallian values are central to all that we do.

Aims

As a Catholic and an International Lasallian School, our admissions policy aims to ensure:

- a balanced intake to the school, which acknowledges our ethos and heritage.
- the students who attend SJI International Malaysia have the capacity to thrive within, and benefit from, all the school offers in accordance with our School's guiding statements.

Entrance Criteria

Students wishing to enter the school should display the following attributes:

- Academic ability: SJI International is a high achieving academic school. As such, we expect all students to meet certain minimum academic levels, as shown by both their results in our own Admissions Assessments and their previous school report grades.
- An ability to access the curriculum in English.
- A positive attitude to learning.
- The ability to benefit from a high achieving environment.
- Willingness to participate fully in all that the school has to offer.

Staff places

Teachers at SJI International receive prioritised places for their children.

Students from SJI International Elementary School

There is an automatic transition from SJI International Elementary School Year 6 into Year 7 in the High School. (exception: Special Educational Needs Placement)

Siblings

If the applicant has a sibling in the school they will be prioritized whilst considering all other entrance criteria.

Exceptional Circumstances

Exceptional/extenuating circumstances in the family that may require special consideration may be taken into account.

Special Educational Needs (SEN)

Students with known special educational needs are considered on a case by case basis. However, please note that places will be limited. There will be no additional staff employed to support students with special educational needs. Parents should discuss any concerns before formal application to ensure the school can meet the needs of the student. Parents of children with SEN will be required to provide a Personal Learning Assistant. There is not an automatic transition to the High School for SEN students.

Year 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.

	Age on 31 st August
Nursery	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

Assessments

The admission procedures vary, depending upon the age of the student. Each decision made is based upon the individual student’s merits and needs to ensure their needs can be met within our school setting, in an age appropriate class. We take a holistic approach to our admission process and we value what a student is involved with, outside the classroom as well as their academic grades. The interview is a key part to their admissions process.

a) Nursery - Year 2

Students attend an informal interview and assessment of basic skills with Early Years staff.

Years 1 and 2 children will attend and interview and complete paper verbal and non-verbal tests.

b) Years 3-9

Students will attend an interview with the Principal and will take on-line English, Mathematics and Non-Verbal Reasoning Tests. If a student is an overseas applicant these tests 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.

c) Years 10-13

Prospective students:

Students will attend an interview with the Principal and will take English, Mathematics and Non-Verbal Reasoning Tests. If a student is an overseas applicant these tests 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.

Current students:

The expectation is that most students will be eligible to undertake a full IGCSE after Year 9 but this is not automatic. The school reserves the right to adjust programs for students who the school believes will not cope with a full load of IGCSE subjects.

Similarly, it is the expectation that most students will be eligible to undertake the International Baccalaureate Diploma at the end of Year 11. However, students must obtain a minimum of 6 IGCSE grades of C or above. English must be one of the 6 subjects.

Outcomes

The results of the assessment and the reference will be reviewed by the Principal and parents will be informed of the outcome within two weeks of completion of the assessment.

The outcome will be one of the following:

Successful Application: If a place is available, a Letter of Offer will be sent out.

Unsuccessful Application: If a place is not offered and parents will be informed of the reasons.

Conditional Offer: 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.

The school reserves the right to withdraw an offer if the information given during the application process is deemed to have been false.

Appeals Procedure

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