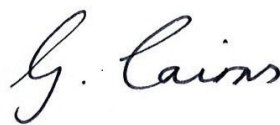


# St Joseph's Institution International School

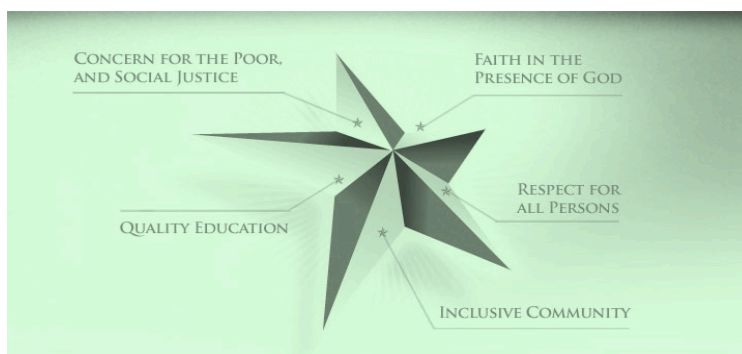
*Enabling youth to learn and to learn how to live,  
empowering them to become people of integrity and people for others*



## Admissions Policy

Policy Written:	October 2019
Policy Reviewed:	October 2021, 23
Date of Next Review:	October 2025
Revised By:	Mitchell Liong Chee Chiun, Head of Marketing and Admissions and Kwa Jin Nee, Senior Manager Admissions
Signed By:	 Gary Cairns, Head of School

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



### About our school

We offer a holistic, values-driven international experience rooted in the context of Malaysia. As a school with a 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 an International Lasallian School, our admissions policy aims to ensure:

- a balanced intake to the school, which acknowledges our ethos and heritage.
- that students who attend SJIIS 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.

### Siblings

If the applicant has a sibling in the school, they will be prioritised 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 are limited. There will be no additional staff employed to support students with special educational needs. Parents should discuss any concerns before submitting a 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 31<sup>st</sup> of August, in any given year, as shown below.

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	Age on 31 <sup>st</sup> 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 of their admissions process.

#### a) Nursery - Year 1

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

#### b) Years 2 - 6

Students will attend an interview with the Deputy Principal (Head of Elementary School) or another member of the Senior Leadership team if the Head of Elementary School is not available. The student will take an online English assessment and the CAT4 assessment from GL Education. If a student is an overseas applicant these tests can be administered online. A member of the admissions team will supervise the online assessment so as to ensure the validity of the assessment.

#### c) Years 7 - 12

Students will attend an interview with the Head of School or another member of the Senior Leadership team if the Head of School is not available and will take an online English assessment (the CEPT), and the CAT4 assessment from GL Education.

### Online Assessments for Students Overseas

If a student is an overseas applicant the interview and entrance tests can be administered online. A member of the admissions team will supervise the online assessment so as to ensure the validity of the assessment.

Parents should be reminded that, in the best interest of the student, they should not support their child with translation or assistance with answers during the test. Furthermore, translation devices or generative AI should not be used. If there are concerns about the validity of the assessment, this can negatively impact the outcome of the application process.

### 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 programmes for students who the school believes will not cope with a full load of IGCSE subjects.

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Similarly, it is the expectation that most students will be eligible to undertake the A Level at the end of Year 11. However, students must obtain a minimum of 5 IGCSE grades of C or above. English must be one of the 5 subjects.

### Outcomes

The results of the assessment and the reference will be reviewed by the Head of School and Deputy Principals of Elementary School and High School. Parents will be informed of the outcome within two weeks of completion of the assessment.

The outcome will be one of the following:

<b>Successful Application:</b>	If a place is available, an Acceptance Letter will be sent out.
<b>Unsuccessful Application:</b>	If a place is not offered, parents will be informed.

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. Should parents of applicants wish to speak to someone from our academic team regarding an unsuccessful application, admissions will offer the parent the chance to speak with a member of the Senior Leadership team, though this would be an opportunity for feedback rather than appeal. Our decision is always made with consideration for what is best for the child and the level of support that our school can provide.